

**UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**  
**[CIN: U65991MH1993GOI072051]**

**Name of the Bid: Bid for Electrical Maintenance Contract at UTIITSL  
CBD Belapur and Hyderabad Office Premises.**

**Tender Ref No.: UTIITSL/DOA/05/2023-24 Dated: 22<sup>th</sup> May, 2023**

**General Information**

UTI Infrastructure Technology And Services Limited (UTI ITSL), a Govt. company under sec2(45) of the Companies Act,2013 and registered under Companies Act,1956, advertises regarding Tenders/ Invitation to Bids/ Invitation of Expression of Interest and other information on the website regularly. We request you to visit the website [www.utiitsl.com](http://www.utiitsl.com) daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com).

Any information to the bidders on these Tenders/ Invitation to Bids/ Invitation of Expression of Interest and any other information will be uploaded on this website only.

Any corrigendum or extension of date or change in specification or any other information will be uploaded for the information of the public on this website only. No individual letters or emails are sent regarding this.

**Important information to be noted by the bidders:**

The complete Tender/Bidding document is available only for download/viewing purpose on UTIITSL website [www.utiitsl.com](http://www.utiitsl.com).

**Bidders may note that this is an e-tender and for participation in the tender they have to compulsorily register themselves in <https://tenderwizard.com/UTIITSL> and bid has to be submitted online through Tender wizard portal only. Bid submitted in any other mode is liable to be rejected.**

Any changes in the tender document/ extensions will be released as a corrigendum on the website.

The tender document consists of 3 parts:

**I) General Conditions**

**II) Special Conditions**

**III) Bid Form**

Signature of the Bidder

## PART – I

### General Conditions

1. **Name of the Bid: Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises.**
2. **Important Dates :**

**Last Date/Time of procuring of official copy of Tender Document:** To be able to participate in this tender, interested bidders are required to officially procure the tender document from <https://www.tenderwizard.com/UTIITSL> from 22th May 2023 to 11th June 2023 upto 6:00PM.

**Last date and time of raising the queries on the tender documents:** The last date and time of raising the queries is from 22th May 2023 to 5th June, 2023 upto 5:00PM.

**Last Date/Time of uploading of tender bids:** The last date of receipt of tender bids is upto 3:00PM on **12th June, 2023**. After this time, no bids can be uploaded.

### SCHEDULE OF ACTIVITY:

1	Downloading of Tenders Documents	From: 22.05.2023 to 11.06.2023 upto 6 PM
2	Submission of Tenders Documents	From: 12.06.2023 upto 3.00 PM
3	Submission of Physical documents at _____	<b>The Senior Vice President (Admin).</b> UTI Infrastructure Technology And Services Limited, Plot No.3, Sector-11, CBD Belapur, Navi Mumbai-400614.
4	Opening of Technical Bid	Up to 12.06.2023 at 3.30 PM at the <a href="http://www.tenderwizard.com/UTIITSL">www.tenderwizard.com/UTIITSL</a> .
5	Opening of Financial Bid to be uploaded on portal only	Will be intimated later to the bidders who qualify in the Technical Bid.

**Date of Online opening of the tender bids:** The tenders will be opened on the same day i.e. the last date of the receipt of the tenders, at 3:00 pm. It is to be noted that the offline documents will be checked first to know if the specified offline documents are available and thereafter the bids will be opened. The process will start by opening the offline documents.

3. **Name and Address for the submission of the offline documents (documents in Hardcopy):** The documents should be addressed to

Signature of the Bidder

**“The Senior Vice President (Admin), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614”** and deposited in the specified Tender Box at this address by the due date and time of submission in a sealed envelope. Envelope containing the documents must be superscribed as **“Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises”**.

The Bids should be submitted online in two parts, the **‘Technical Bid’** and the **‘Commercial Bid’**

The Technical bid should be complete in all respects and contain all information asked for except prices. The TECHNICAL BID should include all items with complete specification as per the set up / solution proposed by the prospective bidders. The Technical bid should not contain any price information.

4. **Bid Security/ Earnest Money Deposit (EMD):** The tender should be accompanied by a Demand Draft / Pay Order as Earnest Money Deposit (non-interest bearing) of Rs.50,000/- (Rupees Fifty Thousand Only).

The Earnest Money Deposit should be paid by way of Demand Draft/ Pay Order in favour of **“UTI Infrastructure Technology And Services Limited, payable at Mumbai”**.

For unsuccessful bidders, the EMD may be returned without encashing. However, the EMD of successful bidder will be returned on the receipt of a Bank Guarantee as specified by UTIITSL either through the same instrument or through the cheque issued in their favour by UTI ITSL.

If the EMD in the form of DD / Pay Order is to be placed in a specified envelope, and if the EMD is enclosed in the envelope other than the specified envelope or enclosed along with Price Bid, the bid will be considered valid only if the requisite amount of EMD is found in the form of Demand Draft / Pay Order.

If the EMD is not enclosed then UTI ITSL reserves the right to reject the bid.

The EMD may be forfeited if the bidder fails to honour the terms and conditions of work order placed on the basis of the tenders or does not start the work or does not supply the goods or does not render the services, or fails to provide the requisite Bank Guarantee or fails to enter into an agreement, as the case may be, which in the opinion of UTIITSL may delay or adversely affect the contract.

**MSME / NSIC Certificate:** If the bidder wishes to avail the benefits under NSIC / MSME certification then, the bidder should submit a valid NSIC /

MSME Certificate. This Certificate shall be submitted online along with the Technical bid. The Bidder may be exempted from Bid Security/ Earnest Money Deposit (EMD).

5. **Bank Guarantee: For successful bidder/s a Bank Guarantee of Rs.1,50,000/-or 3 % of the contract value whichever is less have to be given by the bidder at the time and date specified by UTI ITSL. The EMD would be returned thereafter.**
6. **Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to increase in the validity of rates by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum 3 (Three) years, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.
7. **Authorized Signatory:** The Bid shall be submitted under Digital Signature of person duly authorized to bind the Bidder to the Contract.

The Bid can be so signed and forwarded by bidder or bidder's representative. The Representative will have to enclose the Letter of Authority/Board Resolution \ Power of Attorney (POA) **duly executed by the bidder as offline document**; otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL. This POA shall empower the representative for all actions related to this bid as required from time to time. All actions by the representative in relation to this bid shall be binding on the Organisation for whom the bid is submitted

8. **Conditions for offline documents sent by post/courier:** The offline documents may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the documents sent by post, failing which the tender may be treated invalid:
  - A. Offline Documents should be preferably sent by Speed Post or Registered Post or by depositing in the "Offline Documents Box".
  - B. Documents duly super scribed, should be sent only to the address mentioned as above,(i.e."**The Senior Vice President (Admin)**, UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400 614"), if sent by Speed Post or Registered Post.
  - C. Acknowledgement will be given to Department of Post only for documents

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sent by Speed Post and Registered Post.

- D. UTI ITSL takes no responsibility for any tender not submitted in time.
  - F. UTI ITSL takes no responsibility for offline documents not reaching at all.
  - G. UTI ITSL takes no responsibility for offline documents received in torn, opened or mutilated conditions. Such documents may not be accepted at all and are liable for rejection.
  - H. In case of offline documents received inproper condition by UTI ITSL, the role of UTI ITSL is limited and restricted to putting the same in the appropriate” **Offline Documents Box**” if the aforesaid documents are received in time as stipulated in the conditions laid out.
  - I. It is, therefore, advised that prospective bidders should deposit the offline documents directly in the “Offline Document Box” to avoid any delay in submission or to avoid any tearing / accidental opening during sending by post.
  - J. Envelope, containing offline documents should be superscribed as advised above. Envelopes, which are not superscribed, or not addressed may not be considered.
  - K. Envelopes, which are not addressed properly, may not be considered.
- 9. Caution:** This is to be remembered that this is an e-tender and any tender document like bid, etc. if physically deposited in the ”Offline Documents Box” would not be considered. The bid would be only considered when it is **e-tendered**. The physical offline documents are the supporting documents which cannot be uploaded and therefore be deposited in the ”Offline Documents Box”, however, **in no case should the bid per se may be deposited in the tender box.**
10. The authorized signatory of the Bidder is required to digitally sign on all the pages and submit the technical bid and financial bid as a token of acceptance of all the terms and conditions of the tender.
- 11. The Bid submitted by the Bidder,** all correspondence and documents relating to the bid exchanged by the Bidder and the UTI ITSL shall be written in the English language. Any printed literature/certificate/any other document furnished by the Bidder may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purpose of interpretation of the Bid the English translation shall prevail. In the event of submission of any document/ certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of bidder’s country shall be submitted by the bidder whenever demanded by UTI ITSL.

Signature of the Bidder

12. **The price quote figure / amount shall be quoted in the financial bid only and not in the Technical Bid.**
13. **No price quote figure/ amount shall be quoted in the supporting Offline Documents which are to be deposited in hard copy.**
14. In the **offline documents** all the over writings should be duly authenticated by signing beside such over writings. Any cutting \ Changing made while filling in the forms would have to be authenticated by signing beside such cuttings, failing which the proposal is liable to be rejected.
15. The bid form which is to be filled by the bidder should be taken from the web site **<https://www.tenderwizard.com/UTIITSL>** and no attempt should be made for any changing or correcting it in any manner. It is clarified that only the conditions as appearing in the original bid form as uploaded at the above site will be treated as valid. If there are any changes / corrections in the form, then it is liable to be considered invalid.
16. Interpretation and decision by UTI ITSL on the terms of the tender will be final and binding.
17. All the conditions of the tender and the advertisement in the press (if advertisement released) will form a part of the agreement.
18. UTI ITSL reserve the right to call for any Information /clarification / documents required for scrutiny from anyone including the Bidder at any point of time before finalization of the tender process. UTI ITSL is free to take any clarification or document or certificate from the associated banks and other agencies for scrutiny purpose or for deciding on the bid.
19. **Pre-bid Meeting:** There is no Pre-bid Meeting for this tender. The queries should be submitted online on the website **<https://www.tenderwizard.com/UTIITSL>**. And the answer to all the queries raised by any prospective Bidders would be uploaded on the website **<https://www.tenderwizard.com/UTIITSL>**. The last date of receiving queries would be **05<sup>th</sup> June 2023**, afterward which no queries would be entertained. No telephonic discussion or personal meeting would be entertained.
  - a) At any time before or after the submission of Technical Bid, UTI ITSL may, for any reason, whether at its own initiative or in response to a clarification request from a Bidder, carry out amendment(s) to the Bid document/ Bid process. The amendment will be made available in the website **<https://www.tenderwizard.com/UTIITSL>** and will be binding on the bidders.
  - b) The bidders are requested to regularly visit the website: **<https://www.tenderwizard.com/UTIITSL>** for any information. The

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final revised conditions, if any, as indicated in the corrigendum/ amendments/ clarifications/ extension/ changes regarding this tender as uploaded on the said website will be binding and may form a part of the agreement.

**20. The process:**

- a. The Technical bids would be declared opened at 3.30 p.m. on the last day of submission of Bids.
- b. A Tender Opening Committee of the officials of UTI ITSL would be formed for opening of the bids.
- c. The bid would be opened in simultaneous online presence of intending bidders.
- d. The Financial Bid will not be opened on the day of opening of Technical Bids.
- e. After declaration of opening of the technical bids, an evaluation of the technical eligibility of the Bidders would be carried out by the UTI ITSL Technical Evaluation Committee, thereafter a Technical Evaluation Report shall be prepared which shall detail the qualified/ disqualified bidders. The decision regarding qualification/ disqualification of the Bidders shall lie with UTI ITSL and shall be final and binding on the bidders.
- f. Thereafter, the date of opening of the Financial Bid will be intimated to the qualified bidders only. This would be informed through the posting on the website **<https://www.tenderwizard.com/UTIITSL>**.
- g. No separate intimation would be sent. The bidders are advised to regularly visit the aforesaid website.
- h. The financial bids will thereafter be opened by a Tender Opening Committee of the officials of UTI ITSL as per the mechanism set in the e- tenders.
- i. The Financial Bids for only those bidder/s, who qualify in the pre-qualification, would be opened by the Tender Opening Committee at UTIITSL the date and for opening of the financial bid will be intimated through email at the mail ID provided by the bidder in the bid form would be opened in simultaneous online presence of intending bidders.
- j. The Financial Bids would be opened online only.

21. **Taxes:** The bid should be inclusive of all taxes, cess and any other outgoing payable to any authority. The rate should be exclusive of any other present or future outgo (for the period of contract) by whatever name called. The **GST** as per applicability should be exclusive. Income Tax will be deducted at source.

22. **Central Excise: If applicable,** Only in case of the applicability of the excise duty, the bidder/ vendor merely by filling the tender form confirms if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder

indemnifies UTI ITSL of any liability from Central Excise by virtue of this contract coming into force.

23. **Insurance:** The insurance for the work carried out upto the stage of handover or insurance for the goods to be supplied upto the stage of handover and the **requisite insurance policy as required** by law for the personnel involved in the services to be rendered would have to be necessarily be taken by the bidder only. In addition to this, the bidder should take **Insurance for any liability towards Third Party**. Merely by filling in this tender, the bidder indemnifies UTI ITSL of any liability on the part of UTI ITSL.

UTI ITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy as required. To clarify, the bidder is responsible for taking the **Insurance policy** and is also responsible for the consequences of not taking it. The Service Provider shall insure that each person retained by him, for the period of contract at our site with Janata Personal Accident (JPA) Policy for a minimum amount of Rs. 2,00,000/- and copy of that insurance will submitted to the UTIITSL.

The liability of the work carried out or the goods supplied would remain with the bidder / vendor till such time UTI ITSL takes possession of the work / goods in writing. The bidder / vendor would be responsible for any loss before taking over by UTI ITSL.

24. **Safety Norms:**The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTI ITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTI ITSL, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.
25. **Agreement:** A valid, binding agreement would have to be entered into with UTI ITSL, failing which the EMD as given, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTI ITSL reserves the right to reject the tenders or forfeit the EMD. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTI ITSL, will constitute a contract between UTI ITSL and vendor / bidder.
26. **Right of Rejection:** UTI ITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.



27. UTI ITSL reserves its right as follows:
- i) i) To accept in its sole and unfettered discretion any tender for whole or part quantity contract to one or more number of bidders / vendors, either on lowest price, equal price or on different prices.
  - ii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as UTI ITSL may deem fit.
  - iii) To place adhoc order simultaneously or at any time during the period of the contract with one or more tenderer(s) for such quantity and for such jobs as UTI ITSL may deem fit.
  - iv) UTI ITSL does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.
28. **Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on L1 or negotiated rates with L1, whichever is lower.
29. **Testing: If applicable,** UTI ITSL reserves the right to get the material tested at the cost of the vendor/bidder, if applicable.
30. **Samples: If applicable,** Wherever required, the bidders are advised to acquaint themselves with the samples and specifications before bidding to have more clarity. For this, they may contact the designated officer to whom the tender has to be submitted as per the address given herein above, if applicable.
31. **Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience in the same area as put to bid, for supply/service to other organizations of repute. UTI ITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
32. **Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender.

It may or may not involve manpower. In case manpower is required, then the bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws inforce including manpower. The bidder also confirms merely by

filling the tenders, to comply with any future laws that may be enforced upon by the statute.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., GST / Central Excise and with any other authorities as per requirement should be available with the vendor and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTI ITSL of any or all such consequences.

33. **Blacklisting/Debarring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the government agencies.
34. **False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTI ITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done by UTIITSL at any stage.
35. **Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTI ITSL and or its affiliates for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the vendor/bidder indemnifies UTI ITSL for any of the consequences arising out of noncompliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.
36. **Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained during the validity of the agreement.
37. **Extension of contract:** As stipulated by UTI ITSL, after the period of expiry of contract, the agreement can be extended upon being satisfied on the performances on mutual consent for a further period of one year or upto the period till new contract comes in force. However this option can be exercised only by UTI ITSL.

38. **Readiness:** The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned, as applicable.
39. **Delay:** The Commencement of service period stipulated is **One Month** from the date of work order. If the agency does not start the work or if it is felt at UTI ITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTI ITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
40. **Right to reject the work/ service which is not as per the specifications or the terms:** UTI ITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order. No Charges will be paid for the defective work. UTI ITSL reserves the right to reject the items of brand other than specified. This can be done at any stage of the work.
41. **Penalty:** UTI ITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be **one percent** of the amount put to tender per week subject to a ceiling of 10% of work order value. This penalty would be more clearly specified in the agreement to be entered into.
42. **Termination of Contract:** In case it is found that the work/supply/service is not as per requirement /satisfaction/ standards, time lines, or the frequency of corrective measures required is high then UTI ITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTI ITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.
- As also UTI ITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTI ITSL to go in for a fresh contract. "The Service Level Agreement would clearly specify the grounds of termination."
43. **Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of UTI ITSL. The volume indicated is for one year or the period specified in the work order / tenders. The work order would be more specific and binding.
44. **Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall

be considered as confidential information passed on to the Agency.

45. **Usage of data / documents / information: Only if applicable** to this tender, the Agency shall ensure that the documents, data, information etc if imparted by UTI ITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTI ITSL in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTI ITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTI ITSL.
46. **Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTI ITSL. The decision of UTI ITSL shall be final and binding. Apart from the above, UTIITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
47. **Time is the Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services or supply of goods as per specified quality in specified quantity in specified time is the essence of the contract.**Not adhering to above shall entail UTI ITSL to rescind the contract and forfeit the Bank Guarantee and in which case, there shall not be any claims for damages against UTI ITSL by the Vendor. Further the UTI ITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTI ITSL against any loss, damage, expenses, costs etc, incurred by UTI ITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
48. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai /Navi Mumbai only.
49. **Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTI ITSL from time to time, by 7<sup>th</sup> of every month (or any other date specified) for

the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTI ITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTI ITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTI ITSL.

The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for immediate clearance.

50. **Inspection:** Wherever required, UTI ITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTI ITSL to help UTI ITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTI ITSL on periodic basis also.
51. **Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
52. **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTI ITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTI ITSL to decide in this matter.
53. UTI ITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
54. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
55. UTI ITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.
56. In the event the resultant L1 rate(s) obtained through this tender are perceived to be substantially higher than the rates at which the goods or services were being procured on the earlier tender then, **UTIITSL**

Signature of the Bidder

**reserves the right to:**

- a) Request the L1 bidder of this tender to negotiate and try to match the rate on which the order was placed as per the earlier tender.
- b) If L1 vendor agrees to do so, the work order will be placed to him. If not, this tender would be cancelled and the earlier bidder, who is presently carrying out the services / work would be then asked to continue on the old/ existing rates till new tender is floated and finalized.
- c) The idea is to obtain the most beneficial rates for UTIITSL.

## **PART II**

### **UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**

#### **Special Conditions**

#### **Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises.**

- A. Specifications and Quantity**
- B. Right to place the orders in parts**
- C. Validity of Bids**
- D. Unit Rate**

#### **A. Specifications and Quantity**

The validity of the Contract shall be for three years. The successful L1 bidder/s will have to provide the Bank Guarantee of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) issued by the Nationalized Bank. The Bank Guarantee shall be valid for 4 years.

The agency/ bidder on receipt of Work Order shall be required to provide the required Bank Guarantees within 10 days after accepting the Work Order. In case, if the agency/ bidder fails to comply the same, the EMD shall be forfeited without assigning any reason.

On receipt of the Bank Guarantee the EMD would be returned as per the terms of this tender document and the L1 bidder/ agency shall enter into suitable agreement with UTIITSL, failing which the EMD/ the Bank Guarantee as given may be forfeited.

#### **1. Essential Conditions for Contract Execution**

a) The Agency should accept / agree for transfer of existing manpower from the existing agency (ies) to its rolls and carry out all necessary/ statutory formalities for transfer of Provident Fund, ESIC and any other statutory compliance as required under the Legislations/ Acts of the Government and as amended from time to time.

b) The Agency shall supply the Manpower i.e. Electricians as per the requirement of UTIITSL. The requirement of UTIITSL may change from time to time. The Electricians are to be deputed at UTIITSL, CBD Belapur and Hyderabad on 24 X 7 basis i.e. in three shifts.

c) The Agencies should be Registered at area of work with the following Statutory Authorities:-

Signature of the Bidder

- A. Valid Electrical License for taking up Electrical Maintenance Contract work.
- B. Valid Shops and Commercial Establishment.
- C. Profession Tax state wise/ Municipality wise, if applicable.
- D. Employees State Insurance Scheme (Sub- codes).
- E. Independent PF Code with authentic ECR cum Challans.
- F. Labour Welfare Fund only if applicable.
- G. Goods and Services Tax Registration Number.

d) The working hours for the electricians / supervisor would be 8.5 hrs (lunch & short breaks for ½ an hour) in a day and there would be three shifts in a day. The bidder/ agency shall provide one Electrician supervisor for all the working days in General shift for CBD Belapur.

For 24 x 7 service, the agency / bidder shall provide two Electricians in General shift and one electrician in 1<sup>st</sup> & night shift, as per the requirement of UTIITSL from time to time. **(Total No. of Manpower for CBD BELAPUR = 7 i.e. One supervisor, FIVE Electricians and ONE reliever Electrician) AND Total No. of Manpower for HYDERABAD = 4 i.e. THREE Electricians and ONE reliever Electrician. The no of electricians may vary in future i.e. One or Two.**

It would be under the purview of the contractor to provide the uninterrupted service / manpower supply as stated in point no. 1.b at 24 x 7 basis to UTIITSL. No separate charges will be claimed by the agency / paid by UTIITSL in case of any absenteeism / leave of any electricians deputed by the agency. If there is any Extra hours / Duty beyond the specified period of work shall be compensated on the basis of OT Calculation - per hours for electricians, irrespective of the number of electrician required.

e) The Electricians should be qualified with minimum three years working experience in Corporate office.

f) The Electricians should have knowledge of Wiring, electrical fault rectification, minor Electrical repairs, handling Electrical Equipments like DG set, UPS, EPABX system, LT panels and breakers, Main Electrical Board, **MSEB (MAHARASHTRA State Electricity Board ) and TSSPDCL (Southern Power Distribution Company Of TELANGANA Limited)** Electric supply etc. **The electrician should also know the Telephone connection work and help in minor carpentry and plumbing work.**

The Agencies shall submit to UTIITSL the copies of above Registration certificate along with the Tender document.

## 2) **Methodology:**

1. The requirement of manpower will be assessed by UTIITSL and conveyed to the agency (bidder in this case) and such manpower shall



be deployed at various offices of UTIITSL and its Clients (PSU's, Insurance Companies, Banks, Income Tax, Government Offices etc.)

2. The place of deployment of manpower and the number of required manpower in each category would be conveyed to the agency / bidder from time to time.
3. The requisite skill sets / experience / qualifications etc. would be conveyed to the agency / bidder for each of the categories.
4. The approximate period of deployment of each of the category of manpower would be conveyed to the agency/ bidder.
5. UTIITSL would inform / specify the bidder from time to time regarding the qualification requirement and skill set expected from the prospective resource to the Agency and agency shall ensure to supply the resource as per requirement of UTIITSL as per the prescribed qualification and skill set.
6. The bidder in mutual coordination with UTIITSL would arrange the resources as specified above within maximum 03 working days of the intimation by UTIITSL to the agency / bidder and in a manner that the resource should join the organization/services within 15 working days from the date of intimation by UTIITSL to Agency.
7. The fixation of the salary/ emoluments etc to the manpower would be entirely fixed by UTIITSL as per Minimum Wages Act of the State Government or as specified by UTIITSL.
8. **The necessary verification of credentials, health check up and police verification would be carried out by the agency/ bidder for each selected resource within 10 days from the date of the intimation by UTIITSL.**
9. **Agency/ bidder would issue appointment letter to the resources for the particular period of deployment after medical checkup and Police verification as specified in of special conditions (Part II).**
10. UTIITSL would reimburse the actual amount of Salary and all outgoings towards Statutory Compliances plus Service Tax / GST as applicable to the Agency/ Bidder and the same shall not be a part of Financial Bid / Tendering Process.
11. In addition to the reimbursement of expenses as given in Clause no. 10 above, UTIITSL would pay fixed service charges as decided through this invitation of Financial Bids. The agency will have to quote single rate of fixed service charges in Rupees only on per person per month basis for all categories of Manpower provided at UTIITSL.

12. The agency should provide copies of Form –16 issued to its employees, deposited challans of Provident Fund Contribution, ESIC subscription alongwith ESIC paid at Subcode where UTIITSL has its Branches, Service Tax Challan, Profession Tax Challan (if applicable in the respective state where UTIITSL has its Regional Office/Branches), copies of PF Electronic Challan cum Return (ECR), ESIC Contribution statement, Gratuity and Labour Welfare Fund (if applicable in the respective state where UTIITSL has its Branches) within one month from the date of payment of above mentioned charges otherwise UTIITSL will stop the payment of the charges to the Agency.
13. Submission of bills: Vendor shall pay salary to the resources hired on or before 7<sup>th</sup> of every month for supply of manpower in the previous month. After paying salary to resources, vendor shall forward challans / receipts, all relevant documents as directed by UTIITSL from time to time. And statutory compliance certificate on Rs.100/- Non-Judicial Stamp Paper ( Will be decided by UTIITSL) duly signed by authorized signatory including ECR for PF and ESIC challans, of Professional Tax, challans of Service Tax \ GST and other statutory if applicable for the particular months.

Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.

The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for immediate clearance.

Payment: shall be made on proper submission of statutory compliance viz minimum wages, PF, ESIC, payment slip, Gratuity, Uniform/Shoes, Leave salary, Bonus and monthly wages etc.

14. The agency will keep the record of attendance for future reference and provide the same as and when required by UTIITSL.
15. The onus of verification of attendance is on the agency/ bidder. The reimbursement bill would be considered complete and payable only after the verification from the authorized personnel as decided by UTIITSL.
16. The agency should ensure that the applicable Minimum Wages to be paid to the resources is being paid and further should ensure to provide supporting notifications from time to time for approval from UTIITSL for affecting the revised minimum wages. The Agency should also ensure that all statutory compliances are fully complied and are paid as per the local applicable State laws. The Agency shall maintain

various registers required under Shops & Commercial Establishments Act, Contract Labour (Regulation & Abolition Act),1970, Payment of Bonus Act, Maternity Benefit Act etc. at all Regional Offices / Branches of UTIITSL.

17. All the applicable taxes, cess, service tax \ GST if implemented and any other applicable tax by whatever name called levied on the salary/ emoluments payable to any authority on actual, would be payable by UTIITSL either directly or through reimbursement to the bidder/ agency.
18. The manpower deployed at one station/branch could be posted /transferred to any other station/Branch of UTIITSL.
19. The agency would have to agree to take manpower from other agencies as and when required.
20. If UTIITSL decides not to continue with a particular resource or all resources the same would be conveyed to the agency/ bidder and the agency / bidder would withdraw their resource from the project/ UTIITSL site.
21. In such cases either by efflux of time or sooner determination of contractual employment as per Clause no. 20 above the agency/ bidder would take all the steps for smooth exit of the resource.
22. The agency, if applicable, undertakes to return all the goods/ equipments /documents/office papers etc./ cash issued to the resource on removal of the resource to the UTIITSL.
23. The agency merely by filling in the tender indemnifies UTIITSL of any legal action by the resource/ employee.
24. UTIITSL would reimburse the agency within 10 working days of submission of bills after verification of attendance etc. along with all other documents statutorily required and in case of any delay Statutory Compliance, UTIITSL will not be responsible for payment of any interest or any payment of liquidity damages.

In case of UTIITSL Client site, the payment will be made to the vendor only after receipt of payment from the respective Client i.e this payment is on reimbursable/back to back basis.

25. It is an essential condition that the tendering agency should facilitate the Department of Labour both Central and state for various clarification/ documentation and other co-ordination. If such facilities are not provided by the agency, then the contract is liable to be terminated at any stage.

26. Strength of Resource: Requirement of Resources shall be indicated by UTITSL from time to time.
27. The Agency and its resources shall not carry out any personal business or any other activity which contradict with the interest of UTITSL (directly or indirectly in any form) in the premises of the UTITSL.
28. The Agency shall keep at a conspicuous place a complaint register in which complaints and suggestions, if any, could be recorded and the complaint register shall be open for inspection by the Incharge of the premises or any other officer of UTITSL. The Incharge of the premises will take such action in respect of each complaints or suggestions as the case may be and the Agency shall be obliged to take remedial /rectification measures as instructed by the Incharge.
29. No hired resources shall be allowed to work beyond prescribed hours without prior permission of competent authority and agency will provide every resource an Identity Card.
30. The Agency shall provide the following certificates duly attested to UTITSL after successful appointment of the resources provided by them:
  - A. Copy of offer letter duly accepted
  - B. Resume duly signed
  - C. Copy of ITI certificate.
  - D. Experience certificate.
  - E. 2 recent passport size photograph.
  - F. Medical fitness Certificate
  - G. Police Verification Certificate
  - H. Character Certificate
  - I. Identity Proof
  - J. Aadhar Card (Mandatory)
  - K. PAN card (Mandatory)
  - L. Permanent Address Proof.
31. If there is any stoppage of service in any area of operation due to any reason, the Agency shall be liable for penalty including termination of contract.

**3. Eligibility:**

**Following are the minimum criteria which the bidder should fulfill to become eligible for bidding (Complete Information to be given in the Letter of Technical Bid Form and the Format of Information in Respect of the Bidder given as Annexure I & Annexure II).**

1. The Bidder should have prior experience of not less than three years in the same area as put to bid, for Electrical Maintenance Contract to other organizations. UTITSL reserves the right to check

Signature of the Bidder

their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.

2. Manpower service provider, placement agencies, autonomous bodies, firms, companies and societies are eligible to participate in the bidding process.
3. The agency should have a minimum annual turnover of Rs.15 lakhs in India during the last three financial years in providing manpower to various clients/ companies.
4. The copy of the Audited financial statement for **last three years** with Net worth certificate on 31.03.2023 from CA should be submitted along with the Tender.
5. Letter from CA mentioning that the firm has no dues of VAT/CST/Service Tax and others if any as on March 31, 2023 along with copy of returns.
6. The agency should have independent EPF code, ESI registration no., PAN, Service tax registration \ GST Registration number, Profession Tax no. (if applicable) and registration under all applicable labour laws and should submit the certified copy of the same.
7. Consortium bidding shall not be allowed.
8. The agency should provide copies of Form -16 A (If applicable) issued to its employees, deposit challans of Provident Fund Contribution and ESI subscription whenever asked for.
9. Experience certificate of the areas as above of which award of contract is to be made by UTIITSL, of at least 03 years continuously must be submitted by the parties.
10. The agency should submit the satisfactory performance report from their existing clients from Govt. / PSUs / Reputed organizations.
11. Vendor/Bidder should have capability to provide manpower (Electrician) under all categories.
12. The agency should also provide the list of their clients for reference.

**4. Availability of requisite permissions and licenses and compliance with the statutory provisions:**

The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for resources supply / services for which they are bidding through this tender.

Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and Municipal laws in force including manpower.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., Service Tax No \ GST , ESIC no. along with Subcode, Provident Fund No., Profession Tax No. (if applicable) registered with Labour Office and with any other authorities as per requirement should be available with the agency and be produced as and when required. Wherever there are more than 20 temporary/ contractual employees in the Office/ Branch Agency has to obtain Labour Licence from the respective Labour Office.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTIITSL of any or all such consequences.

5. **Additional Information:** During the evaluation of appointment, UTIITSL may, at its discretion, ask the agency for a clarification. If the response to the clarification is not received, UTIITSL reserves the right to make its own reasonable assumptions at the total risk and cost of the applicant. As also, the agency is required to update UTIITSL on any developments which may affect the evaluation. During the period of appointment if the name of the firm/company (or its division) has undergone a change due to acquisition, amalgamation etc., the firm/company shall inform UTIITSL and also submit requisite documents to that effect. In such cases, all the obligations under the contract with UTIITSL should be passed on for compliance to the new company or division.
6. **Selection Procedure:** The Ranking of the agencies will be decided only on Service Charges under all categories quoted by the agencies in the Financial Bid form. Agencies who had quoted the lowest Service Charges will be ranked as L1 (Lowest Bid) and so on. UTIITSL reserves the right to appoint one or more agency as L 1 Rate in the location.

In case, L1 vendor or such vendors other than the L1 vendor; who have agreed to work at the L1 rate, refuse to supply the material / carry out the work either before or after placing of the work order or till the validity of the agreement, then such vendor/s shall be Black

listed from the list of the Empanelled Agencies of UTIITSL and their EMD/BG shall also be forfeited.

In case of tie, i.e. if more than one agency quoting the same lowest rate i.e (Service Charges) then they will be considered as L1 vendor. In such cases, a further discount will be called from such L 1 vendors to determine the lowest rate. Such vendor who gives the maximum discount on L 1 rate will be considered as the Lowest bidder.

In the Financial Bid form the Agency is required to quote for the Service Charges per manpower per month in Indian currency only.

**B. Right to place the orders in parts (If Applicable)**

As indicated above, UTIITSL reserve the right to place the orders in parts with more than one vendor at L1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTIITSL will be final in the distribution.

<b>Ranking</b>	<b>Rate</b>	<b>Percentage Allocation</b>
L1 (1st lowest)	L1 rate	100 %

UTIITSL reserves its right to empanel initially L2 agency/ bidder to match with the L1 rate, if L2 is not willing to match the same then UTIITSL may offer the same L3, L4 and so on with the same terms and conditions stipulated to L1.

UTIITSL reserves the right to distribute the work. This condition would be more specified in the work order to be issued and the conditions in the work order would override these conditions.

**Comparison of bids and placing of orders:**

- a. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the “Annexure- III” (Financial Bid). Agencies who had quoted the lowest Service Charges for all the categories in ‘Annexure- III’ will be consolidated and ranked as L1 (Lowest Bid).
- b. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation.
- c. UTIITSL reserves the right to place the orders in parts with more than one vendor at L-1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTIITSL will be final in the quantum of distribution/location of distribution.

- d. After fixation of service charge the work order shall be given to the agency/agencies/ bidder. In all the cases, the decision of the UTIITSL regarding allocation of the work location wise to the agency/agencies/ bidder shall be final and binding to the bidders and no further discussion will be held with the bidder on this matter under any circumstances.

**C. Validity of bids.**

As mentioned under the heading “Validity of the bids”, in General Conditions, it is clarified that this tender is a rate contract and accordingly the rates will be valid for a minimum period of **3 years** and the manpower supply will have to be made as per the orders placed from time to time. During this period of three years, there shall be no increase in rates.

**D. Unit Rate.**

“The Bidder should quote his services charges in Rupees per month per person in such a way that gross service charges in Rupee per billing month should be more than the amount of TDS to be recovered from the total payment from such monthly bill which is aggregate of wages (Fixed),EPF(Fixed),ESI (Fixed),service charges (As quoted) and GST (As applicable).It may be noted that the rate of TDS will be computed @ 2 % of the total payment.i.e.at the highest applicable rates irrespective of the status of the Bidder as an Individual contractor / Firm /Trust”.

**Service Charges are on per person per month basis only.**

**E. Till the time of execution of the agreement the terms and conditions specified in this document will be binding.**



**ANNEXURE I**

**(To be submitted on the letter head of the Agency)  
LETTER OF TECHNICAL BID FORM**

**Date:**

**The Senior Vice President –Administration.**

UTI Infrastructure Technology And Services Limited,  
Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614.

**Sub: Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur  
and Hyderabad Office premises**

Sir,

This is with reference to your tender due on 12<sup>th</sup> June, 2023. We are in the business of taking up Electrical Maintenance Contract including providing Manpower. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Reputed Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / firm empanelled in your organization for Electrical Maintenance Contract at UTIITSL, CBD Belapur and Hyderabad.

We understand UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information from UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for Service Charges and L1 will be decided by UTIITSL.

An EMD of Rs.50,000/- (Rupees Fifty Thousand Only) is enclosed vide Demand Draft /Pay Order No.\_\_\_\_\_dated \_\_\_\_\_ drawn in favour of UTI Infrastructure Technology And Services Limited, payable at Mumbai, drawn on \_\_\_\_\_Bank, \_\_\_\_\_Branch.

**Yours faithfully**

Authorized Signatory [In full and initials]:  
Name and Title of Signatory:

**Name of Firm \ Company:**  
**PAN Number of the agency:**

**Address:**

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature of the Bidder

## **ANNEXURE II**

Format of Application for submission of Technical Bids (Continuation of Technical Bid Letter)

<b>FORMAT OF INFORMATION IN RESPECT OF THE BIDDER</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (to be filled in by the Bidder)</b>
1.	Name of the Company	
2.	Type of Organization (Please provide copies of Memorandum & Articles of Association, etc.)	
3.	Year of Establishment	
4.	Copy of the Electrical License Contractor for carrying out Electrical Work; issued by the concerned Authority.	
5.	Address of Corporate Office of the Vendor	
6.	Telephone / Tele fax / Numbers, corporate email-ID and website URL name	
7.	Addresses of all the Branches (Attach separate sheet if required)(Attach Copy of Telephone /Electricity Bill)	
8.	Name and addresses of Directors / Partners / Proprietors / Key Managerial Personnel	
9.	Goods and Service Tax (GST) Registration Number (with certified copy)	
10.	Provident Fund Code (with certified copy)	
11.	ESIC Code (with certified copy)	
12.	Profession Tax Code (With certified copy, if applicable)	
13.	Shops and Establishment Code (With certified copy)	

Signature of the Bidder

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (to be filled in by the Bidder)</b>
14	Company or Firm PAN Number. (Bidder/Vendor should necessarily have its own Office Establishment where UTIITSL is having its Regional office)	
15	Name of the Bankers, Branch address with IFSC & MICR Codes (please attach photocopy of a cancelled cheque)	
16	Account Number & nature of Account maintained (Bidder should have the CURRENT Only)	
17	Names, Address and Email IDs & mobile numbers of Authorized Representatives / contact persons	
18	Nature of present or previous association with UTIITSL for providing similar or any other nature of service	
19	Furnish the Audited Balance Sheet for the last three Financial Years and Net worth Certificate of the Company as on 31 <sup>st</sup> March 2023.	
20	Details of various categories of manpower (Electricians) supplied for various organizations (Give names of organizations, strength and category of manpower (technical / administrative/clerical / Officer / Managerial Staff etc) giving details of Minimum Basic qualifications of each category manpower supplied etc. and number of years of continued business relationship with each of them – Bidders may attach separate sheets as well as supporting to authenticate their claims). Also give location details of manpower supplied.	
21	Any business association with any of the Central/State Government Organizations / Public Sector Undertakings / Quasi Government Organizations /Municipal /Local Government Authority for supply of various categories of manpower. Please give details of organization where manpower supplied, category and	

Signature of the Bidder

	statistics for manpower and providing services since how long. Please enclose supporting documents in support of the same.	
22	Have you been blacklisted /debarred by any of the Government Undertakings / Companies /Organizations, and if so, name of the Company as well as period of debarring.	
23	Reference Name and contact details of Persons in Client organizations for verification of credentials of the bidder.	

**PART III**

**(ANNEXURE III)**

**BID FORM**

(To be submitted on the letter head of the Agency)

Date:

**The Senior Vice President –Administration.**

UTI Infrastructure Technology And Services Limited  
Plot 3, Sector 11, CBD Belapur,  
Navi Mumbai 400614.

Sir,

**Sub: Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office premises.**

This is with reference to your tender due on 12th June, 2023. We are in the business of taking up Electrical Maintenance Contract including providing Manpower. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Reputed Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / firm empanelled in your organization for supply of Skilled, Semi-skilled, Un-skilled manpower in different States.

We understand that UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information to UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for items and L1 will be decided by UTIITSL.

In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender.

Signature of the Bidder

Comparison of bids and placing of orders:

1. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the Financial Bid for Region.

The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation. Such lowest bids would be declared as the basic rates.

2. After fixation of rates the lowest rates received, the orders would be placed to the agency who has quoted that lowest rate. On his (lowest bidders) inability to provide the required manpower either number wise or location wise or experience/qualification wise, within the specified time frame of 03 days/10 days for arranging the resources for confirming their candidature as per Clause no. A(2)(6) of Part II and clause 3 of Part II failure in providing the required statutory provision as per the state/ region then UTIITSL reserves the right to offer the assignment to any other agency/ bidder on the lowest rates so quoted for the said category.
3. UTIITSL reserves the right to reject any or all the tenders without specifying any reason thereof.

In case of difference in price quoted, the price in words will be taken as final.

I am submitting my Tender Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur office premises.

**Financial Bid: OUR QUOTE**

It is understood that salary and all other emoluments payable to the resource and all other statutory benefits as applicable as per actual would be on account of UTIITSL.

The Agency submitting the bid necessarily needs to quote a single rate of Service Charges.

### **Financial Bid**

The Agency /Bidder has to bid only his Service Charge in Indian Rupees per resource per month for comparison of financial bid as per the Table below :-

<b>Sr. No.</b>	<b>Premises</b>	<b>Requirement</b>	<b>Total number of Electricians</b>
1	UTIITSL, CBD BELAPUR, NAVI MUMBAI	One Electrical supervisor for all the working days in General shift. 2 Electricians in Morning, 2 Electricians Afternoon and 2 Electricians Night shifts for 24x7 services (Including Reliever). OR the duty schedule will be decided by UTIITSL	<b>7 Nos.</b>
2	UTIITSL, Surabhi Arcade, 1 <sup>st</sup> Floor, 5- 1664 & 665 & 666 Bank street, Koti, Hyderabad -500001.	Minimum 4 nos of Electricians round the clock (24 X 7) & the Duty schedule will decided by the UTIITSL	<b>4 Nos.</b>
<b>Total Number of Electricians for CBD Belapur &amp; Hyderabad</b>			<b>11 Nos.</b>

- The no of Electricians may increase in future .i.e. one or Two
- As regards the Supervisor / Electrician, he shall be a Supervisor license Holder or ITI / PWD license holder with minimum 6 years experience.

**I / we hereby agree and accept the above terms and conditions.**

**(Seal)**

For (Name and address of the Contractor)

**Signature of the Tenderer**

For (Name of the Contractor and Designation)

**Financial Bid:**

**Rate as per the Minimum Wages Act Notification Ministry of Labour & Employment State Govt. (Maharashtra) rate as per month 01.04.2023 onwards.**

**The Agency /Bidder has to bid only his Service Charge in Indian Rupees per resource per month for comparison of financial bid as per the Table below:-**

<b>S. No</b>	<b>Descriptions</b>	<b>Semi Skilled Categories for Electrician / Supervisor</b>
A	Rate per day including VDA	As per Govt. minimum wages acts
B	Wages (inclusive of Special allowance)	
C	HRA @ 5% on (basic + special Allowance)	
D	21 days leave salary ((Basic+ Special allowance)*5.84%	
E	Bonus ((Basic + Special Allowance)* 8.33%)	
F	Labour Welfare Fund	
G	Sub Total (B to H)	
H	PF @___% on (Basic + Special Allowance etc) as per PF acts.	
I	ESI @___% on (Basic + Special Allowance + HRA + Bonus + leave salary etc) as per ESIC acts.	
J	Telephone reimbursement	As decided by UTI ITL time to time
K	Conveyance	As decided by UTI ITL time to time
L	Washing Allowance	As decided by UTI ITL time to time
M	Uniform & Shoes	As decided by UTI ITL time to time
N	Total charges per person (plus GST)	
<b>O</b>	<b>Service Charges for providing Electrician / Electrical Supervisor at UTIITSL, CBD Belapur and Hyderabad office.</b>  (The Bidder should quote his services charges in Rupees per month per person in such a way that gross service charges in Rupee per billing month should be more than the amount of TDS to be recovered from the total payment from such monthly bill which is aggregate of wages (Fixed), EPF (Fixed), ESI (Fixed), Service charges (As quoted) and GST (As	Rs.(in Figure) _____ (Rupees in Words) _____ _____)

Signature of the Bidder



	applicable). It may be noted that the rate of TDS will be computed @ 2 % of the total payment.i.e.at the highest applicable rates irrespective of the status of the Bidder as an Individual contractor /Firm /Trust”]	
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- Only Service Charges (Sr.no. O) to be quoted for Electrician (Semi Skilled categories) and Supervisor (Skilled category).
- Over time \ Extra duty rates shall be wages (inclusive of Special allowance) X numbers of hours X (As per State Govt. rate) plus \_\_\_% ESI / per hour, per person.
- Rates will be revised based on fresh publication of Minimum Wages Act Notification, Ministry of Labour & Employment. State Govt.
- Contractor’s service charges remains fixed for the entire period of contract i.e. from the year 2023 to 2025.
- GST Extra will be as per Government rules.
- Bids shall be rejected if vendor/vendors are quoting service charges in percentage or any conditional tender will also be rejected.
- The Contractor to comply with all the labor law guidelines issued by UTITSL. Copy of the same is enclosed herewith for reference and compliance.
- The work order is placed based provided that the service is satisfactory along with the compliance of all labour laws as per the enclosure.
- The 11 numbers of manpower employed may vary depending upon the requirement of our site \ clients. The electrician should also know the Telephone connection work and help in minor carpentry and plumbing work.
- Payment: shall be made on proper submission of statutory compliance viz minimum wages, PF, ESIC, payment slip, Gratuity, Uniform/Shoes, Leave salary, Bonus and monthly wages etc.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

PAN Number of the agency:

Address:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Bidder

**“Technical Bid”**

**Senders name & address:**

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Dated: \_\_\_\_\_

The Senior Vice President (Admin).  
UTI Infrastructure Technology And Services Limited  
Plot Number-3, Sector-11,  
CBD Belapur, Navi Mumbai – 400 614

**Sir,**

**Technical Bid for Electrical Maintenance Contract at UTIITSL CBD  
Belapur and Hyderabad Office Premises.**

I/We refer to the e-tender released by UTI ITSL in the Antares e-tender portal on 22<sup>nd</sup> May, 2023 and I/We/ the undersigned am/are submitting this online bid for “**Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises**”, the above mentioned requirement on the terms and conditions as mentioned in the online document as available on the website: **<https://www.tenderwizard.com/UTIITSL>**.

I/We as an Service Provider “M/s\_\_\_\_\_” Whom I /We represent. The authority letter /Board Resolution /Power of Attorney from the agency, I/We represent is submitted as a offline document in hard copy before the due date at the above address.

**Application for submission of Technical Bids of the bidder and checklist for submission of bid is as under:**

<b>S/N</b>	<b>Description</b>	<b>Details (as applicable)</b>
1	<b>Name of Company</b>	
2	<b>Address</b>	
3	<b>Contact Details:</b>	
	(e) Name of the contact person.	
	(b) Telephone no. with STD code	
	© Mobile No.	
	(d) Fax No.	

Signature of the Bidder

	(e) e-mail	
4	PAN No. (enclose copy)	
5	GSTIN No.	
6	Provident Fund Code (with certified copy)	
7	ESIC (with certified copy)	
8	Type of the bidder:	
	A) A private business entity, limited company or limited liability partnership or partnership etc.	
	B) Indian Government Company or a Public Sector Undertaking or a Public Sector Bank.	
	C) Indian/ State Government Department or Ministry or Body.	
<b>Online Documents</b>		
9	Certificate of Incorporation / Shop Establishment Certificate (Submit the Certificate as <b>Online</b> Document)	
10	Letter of acceptance for all terms and conditions ( <b>Annexure-2</b> )(Submit the Letter as <b>Online</b> Document)	
11	GSTIN Registration Certificate (Submit the Certificate as <b>Online</b> Document)	
12	The turnover of the Company should be of minimum 15 lacs in each of the last 3 financial years – CA/ CS Certificate should be attached. <b>Please do not attach entire balance sheet (booklet).</b> (Submit the Certificate as <b>Online</b> Document)	
13	Bidder should have minimum 3 years of experience. 3 Years old Copy of work order / Service Agreement should be submitted to evidence the experience. (Self declaration Letter Format given as <b>Annexure-4</b> ) (Submit the Self declaration letter with supportive document as <b>Online</b> Document)	
14	Self declaration letter stating that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body ( <b>Annexure-3</b> ). (Submit the Letter as <b>Online</b> Document)	
15	Signed & Stamped Print copy of Bid Document (Submit the Signed and Stamped tender document as <b>Online</b> Document)	
<b>Offline Documents</b>		

Signature of the Bidder

16	Signing Authority Letter/ Board Resolution/ Power of Attorney (POA) <b>(Submit the Signing Authority Letter as Offline Document &amp; format given as Annexure-1)</b> or Power of attorney may be a standard document of Bidder company	
17	The Proof of past experience with other clients (Reference certificate in original from a Bank or a PSU or a Government Department / Institution on their Letter Head). <b>(Format given as Annexure-5).</b>	
18	EMD (Earnest Money Deposit) (Submit the/EMD as Offline Document).	

**(to be printed on Bidder's Company Letter Head)**

**Annexure-1**

**TO WHOMSOEVER IT MAY CONCERN**

Date: -

To,

The Senior Vice President – Administration.  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur  
Navi Mumbai -400 614

**Subject:** Signing Authority Letter

Dear Sir,

This is with reference to the tender for "**Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises**" due on: (\_\_\_\_\_due date)

We hereby authorize (Name of the bidder's official with designation) to sign the said bid on the behalf of (Name of the Bidder Company).

For (Name of the Bidder Company)

Authorized Signatory  
(Seal & Stamp)

Signature of the Bidder

**(to be printed on Bidder's Company Letter Head)**

**Annexure-2**

**TO WHOMSOEVER IT MAY CONCERNED**

Date: -

To,

The Senior Vice President – Administration,  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur  
Navi Mumbai -400 614

**Subject:** Letter of Terms & Conditions Acceptance.

Dear Sir,

This is with reference to the tender for “**Bid Bid for Electrical Maintenance Contract at UTITSL CBD Belapur and Hyderabad Office Premises**” due on (\_\_\_\_\_ due date).

We are agreeable to all the terms and condition mentioned in the tender.

For (Name of the Bidder Company)

Authorized Signatory  
(Seal & Stamp)

Signature of the Bidder

***(to be printed on Bidder's Company Letter Head)***

**Annexure-3**

**SELF DECLARATION LETTER**

Date: -

To,

The Senior Vice President – Administration.  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur  
Navi Mumbai -400 614

**Subject:** Self Declaration letter regarding “Not Blacklisted”

Dear Sir,

This is with reference to the tender for “**Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises**” for UTI Infrastructure Technology And Services Limited, we hereby declare that we have not been blacklisted / debarred by any government department / agency, Reserve Bank of India, Nationalized bank, or any Public Sector Unit or body.

For (Name of the Bidder Company)

Authorized Signatory  
(Seal & Stamp)

Signature of the Bidder

**(to be printed on Bidder's Company Letter Head)**

**Annexure-4**

**SELF DECLARATION LETTER**

Date: -

To,

The Senior Vice President – Administration,  
UTI Infrastructure Technology and Services Limited  
Plot No. 3, Sector -11,  
CBD Belapur  
Navi Mumbai -400 614

**Subject:** Self Declaration letter regarding **“Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises”**

Dear Sir,

This is with reference to the tender for **“Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises”** for UTI Infrastructure Technology And Services Limited, we hereby declare that we (Name of the bidder company) have (Number of Years) of experience of providing Electrical Maintenance Contract.

For (Name of the Bidder Company)

Authorized Signatory  
(Seal & Stamp)

Signature of the Bidder



**Client Satisfactory Certificate**

**ANNEXURE-5**

**TO WHOMSOEVER IT MAY CONCERNED**

Date: -

To,

The Senior Vice President – Administration  
UTI Infrastructure Technology And Services Limited,  
Plot 3, Sector 11, CBD Belapur,  
Navi Mumbai 400 614

**Subject:** Client Satisfactory Certificate

Dear Sir,

This is to certify that M/s. \_\_\_\_\_  
(name of the agency submitting the bid for **Bid for Electrical Maintenance Contract at UTIITSL CBD Belapur and Hyderabad Office Premises**) of  
address \_\_\_\_\_

\_\_\_\_\_ has been  
empanelled with us as a Electrical Maintenance Contract since last \_\_\_\_\_  
years. They have been carrying out the Electrical Maintenance Contract for  
us.

Their services have been found to be satisfactory.

Signature of the official:

Name of the official:

Official seal:

Name of the Organization:

Address of the Organization:

Signature of the Bidder

**Annexure -D**  
**Special instructions to Bidders for e-Tendering**

**General**

The Special Instructions (for e-Tendering) supplement 'General Instruction for the Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, UTIITSL has decided to use the portal:

**<https://www.tenderwizard.com/UTIITSL>** through Antares systems Ltd, This portal is based on the software from Electronic Tender®. A portal built using Electronic Tender's software is also referred to as **Tenderwizard**.

Benefits to Suppliers are outlined on the Home-page of the portal.

**Instructions**

**Broad Outline of Activities from Bidder's Perspective:**

1. Procure a Digital Signing Certificate (DSC)
2. Register on Electronic Tendering System® (ETS)
3. View Notice Inviting Tender (NIT) on ETS
4. Download Official Copy of Tender Documents from ETS.  
Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
5. Bid-Submission on ETS
6. Attend Public Online Tender Opening Event (TOE) on ETS  
– Opening of Technical Bid-Part
7. Attend Public Online Tender Opening Event (TOE) on ETS  
– Opening of relevant part (ie Financial-Part)  
(Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Tenderwizard.

**Digital Certificates**

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 3 issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

**Registration:**

**To use the Tenderwizard portal:**

**<https://www.tenderwizard.com/UTIITSL>**

Vendors need to register on the portal tenderwizard. Registration of each organization is to be done separately for the e-tendering activities. For further details, please visit the website/portal, and click on the 'Register Me' (on the Home Page), and follow further instructions as given in the help manuals on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and payment of Annual Registration Fee, please contact Antares Systems Ltd/ Tenderwizard Helpdesk (as given below), to get your registration accepted/activated

**Important Note:** If any problems occurs during the use of Tenderwizard (including the Registration process), it is recommended that the user should read or follow the instructions given in the help manual which is uploaded in our Home Page, The instructions relating to 'Essential Computer Security Settings for Use of Tenderwizard' manuals has been uploaded in our portal.

Tenderwizard Helpdesk	
Telephone/ Mobile	Customer Support: 080-40482000/ 080-40482121/ 2126/ 2133 (From 9 AM to 6 PM Monday to Saturday except on Govt. Holidays) Emergency Mobile Number: 9686115323 / 9731468511
E-mail ID	<a href="mailto:utiitsletenders@gmail.com">utiitsletenders@gmail.com</a> , [Please mark CC: <a href="mailto:sushant.sp@antaressystems.com">sushant.sp@antaressystems.com</a> <a href="mailto:raghuprashanth@antaressystems.com">raghuprashanth@antaressystems.com</a> <a href="mailto:raghuprashanth@etenderwizard.com">raghuprashanth@etenderwizard.com</a>

UTIITSL Contact Person	(i) Mr. S. Sornavel (UTIITSL official for operational queries) Telephone No: 022-67931023/1045, Email id: <a href="mailto:s.sornavel@utiitsl.com">s.sornavel@utiitsl.com</a>
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**Some Bidding related Information for this Tender (Sealed Bid)**

The entire bid-submission would be online only.  
[www.tenderwizard.com/UTIITSL](http://www.tenderwizard.com/UTIITSL)

**Offline Submissions:**

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.

Signature of the Bidder

The Senior Vice President – Administration),  
 UTI Infrastructure Technology And Services Limited,  
 Plot Number 3, Sector-11,  
 CBD Belapur,  
 Navi Mumbai-400614




The envelope shall bear (Name of the Bid), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

1. Original copy of the Bid Security / EMD in the form of a Demand Draft / Pay Order / Banker's Cheque as Earnest Money Deposit (non-interest bearing)
2. Original copy of the Signing Authority Letter/ Board Resolution / Power of Attorney (POA) shall be indicated by written Authorization Letter.


Note: The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission.

**Other Instructions:**

**Website: <https://www.tenderwizard.com/UTIITSL>**

<b>Web Registration</b>	<ol style="list-style-type: none"> <li>1. Type website address <a href="https://www.tenderwizard.com/UTIITSL">https://www.tenderwizard.com/UTIITSL</a> under browser URL.</li> <li>2. Click "Register Me", provide all the details with Class III Digital Signature updating.</li> <li>3. Get the User id and password.</li> </ol>
<b>Tender Free View (Only Open Tenders)</b>	<p><u>To download the tender notifications and documents from website, follow the steps given below:</u></p> <ol style="list-style-type: none"> <li>4. Click "<b>Tender Free View</b>" under "<b>Go to Tender</b>" link on the home page.</li> <li>5. Provide all or any one of the options like "Department", "Tender Number", "Region", "Estimated Cost", "Tender Request Dates (From and To)", "Tender Submission date" or "any key words from Tender Description"</li> <li>6. Click "<b>Submit</b>" to view the results. A list of tenders shall appear on the screen.</li> <li>7. Click  to view the cost free documents.</li> <li>8. Click  to print the detailed tender notice.</li> <li>9. Click  to print the tender notice.</li> </ol>
<b>Login</b>	<ol style="list-style-type: none"> <li>10. Open any Browser (Microsoft Internet Explorer or Mozilla Firefox).</li> <li>11. Type website addresses <a href="https://www.tenderwizard.com/UTIITSL">https://www.tenderwizard.com/UTIITSL</a> in the address bar, to access the Login Page.</li> </ol>
<b>Participation</b>	<ol style="list-style-type: none"> <li>12. Vendor should have User id, Password and</li> </ol>

Signature of the Bidder

	<p>Class III digital signature to participate in the tender online.</p> <p>13. Enter the website using user id, password and digital signature.</p> <p>14. Click “<b>UnApplied</b>” (if open tenders) to view / apply for new tenders.</p> <p>15. Click “<b>In Progress</b>” (if limited tenders).</p>
<b>To Upload / Attach the Additional Documents</b>	<p>1. To attach the additional documents to any tender click “<b>Document Library</b>” and upload the same.</p> <p>2. Attach the required documents to the concerned tenders from document library section to the tender document screen. (<b>More explanations can find in “detailed helpManual</b>).</p>
<b>Download Documents</b>	<p>3. Click  “<b>Edit Attachment</b>” to view the tender documents which are received by the user.</p> <p>4. Tender document screen appears.</p> <p>5. Click “<b>Download (empty Document)</b>” to download the documents.</p>
<b>Upload Files – Technical Sheet/Price or Commercial Sheet/ EMD/Mandatory Documents</b>	<p>6. Click “<b>Attach</b>” to attach all the documents which are already saved in the uploaded in Document Library. This is the important and first step to be performed to avoid disqualification.</p> <p>7. Click “<b>Update EMD Details</b>” to feed the EMD details and upload the scanned EMD.</p> <p>8. When the user finishes with the filling and uploading of scanned BG/DD, the “<b>Red Color</b>” will automatically turn to “<b>Black Color</b>” which reflects that the user is two steps ahead for the submission.</p> <p>9. Click “<b>Download (empty Document)</b>” to download the Technical/Price Sheet and fill the same without changing the “<b>File Name</b>” and save on to the computer.</p> <p>10. Click “<b>Upload (Filled Document)</b>”, select the filled file which was already filled and saved in the same name. Click “<b>click here to digitally sign and upload</b>” to upload the filled Technical/Price Sheet to the tender.</p> <p>11. Note that when the user uploads the filled Technical/Price Sheet, the “<b>Red Color</b>” will automatically turn to “<b>Black Color</b>” which reflects that user is ready for the final submission.</p> <p>12. Provide all the mandatory documents required for the tender.</p>
To Submit the Tender	<p>13. Prior to submission, verify whether all</p>

	<p>the required documents have been attached and uploaded to the particular tender.</p> <p><b>14.</b> Note down / take a print of Acknowledgement copy once it displayed on the screen</p>
To Participate for the Opening	<p><b>15.</b> Tender opening event can be viewed online.</p> <p><b>16.</b> Competitors bid sheets are available in the website for all the participated bidders.</p>
E-Tender Support Help Line	<p>Customer Support: 080-40482121/126/080-40482000          (From 9 AM to 6 PM Monday to Saturday except on Govt. Holidays)          Emergency Mobile Numbers: 9731468511          Email ID: utiitsletenders@gmail.com,          [Please mark CC: raghuprashanth@etenderwizard.com</p>
UTIITSL Contact Person	<p>Mr. S. Sornavel (UTIITSL official, Telephone No: 022-67931023 / 1045, email.id: s.sornavel@utiitsl.com</p>

**Minimum Requirements at Bidder's End**

1. Computer System with good configuration (Min PIV, 1 GB RAM, Windows7 or above)
2. Dedicated Broadband connectivity
3. Microsoft Internet Explorer 7.0 or above
4. Class III Digital Signature Certificates.