

TENDER INPUT FORM (Revised)
for submitting request to MSD-IT for uploading Tender (including RFP, RFQ, EOI, etc.) on CPPP (non e-Tenders) and STC website

*Fields Marked ' * ' are compulsory to be filled*
Please tick mark in the ' ' wherever applicable

(A) General Information:

1	Tender related to *	<input type="checkbox"/> Non-Trade matter <input type="checkbox"/> Trade matter (refer MSD-IT Circular dated 19.10.2020)
2	For Non-Trade matter *	<input type="checkbox"/> Prior in-principle approval of Competent Authority obtained by the Division / Branch for getting the work done, and, approval of 'Divisional Head at C.O.(those reporting directly to Director concerned) / Branch Manager' obtained for publishing the Tender.
3	For Trade matter *	<input type="checkbox"/> Approval of Director concerned obtained
4	To be published by MSD-IT, C.O. on *	<input type="checkbox"/> STC website only as it is an E-tender (Tender Value greater than Rs. 2 Lakh and above) and the same has been published by Division / Branch at CPPP (eprocure.gov.in/eprocure/app) <input type="checkbox"/> CPPP & STC website, because, physical bids are invited (in case of e-Tender: applicable only if tender value is less than Rs.2 Lakh)

(B) Basic Tender details:

1	Tender Reference No. * (in Capital Letters)	
2	Tender Type *	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single <input type="checkbox"/> Testing
3	Form of Contract *	Piece Work/ Lump-sum/ Multistage/ Supply/ Fixed-rate/ Turnkey / Buy / Works/ Sale
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
6	Payment Mode (Multiple choices are allowed) *	Instruments : <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> NEFT <input type="checkbox"/> DD-Demand Draft <input type="checkbox"/> RTGS

(C) Work Item details:

1	Work Item/Tender Title * (in Capital Letters)	
2	Work Description * (in Capital Letters)	
3	Pre qual. Details * (in Capital Letters)	

4	Product Category * (in Capital Letters)	
5	Product Sub Category (in Capital Letters)	
6	Contract Type *	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment <input type="checkbox"/> Rate Contract
7	Tender Value *	
8	Bid Validity Days *	
9	Completion period in days *	
10	Location * (Work/Services/Items)	
11	Pin Code *	
12	Pre-Bid meeting *	<input type="checkbox"/> Yes <input type="checkbox"/> No
12(a)	Pre-Bid meeting Place *	
12(b)	Pre-Bid meeting Address * (in Capital Letters)	
13	Bid Opening Place *	
14	Tenderer Class *	<input type="checkbox"/> All <input type="checkbox"/> As per tender doc.
15	Inviting Officer Name & Designation *	
16	Inviting Officer Address (including email id & contact number) * (in Capital Letters)	

(D) Fee Details:

1	Tender Fee payable *	<input type="checkbox"/> Yes <input type="checkbox"/> No
1(a)	Tender Fee / Cost *	
1(b)	Tender Fee Exemption allowed and mentioned in the tender document *	<input type="checkbox"/> Yes <input type="checkbox"/> No
1(c)	Tender Charges Payable To *	
1(d)	Tender Charges Payable At *	
2	EMD payable *	<input type="checkbox"/> Yes <input type="checkbox"/> No
2(a)	EMD in *	<input type="checkbox"/> Percentage <input type="checkbox"/> Fixed
2(b)	If EMD is Fixed, EMD Amount *	
2(c)	If EMD is in Percentage, EMD Percentage (%)*	
2(d)	EMD Exemption allowed and mentioned in the tender document *	<input type="checkbox"/> Yes <input type="checkbox"/> No
2(e)	EMD Payable To *	
2(f)	EMD Payable At *	

(E) Critical Dates:

		DD/ MM/YYYY	Hrs:Min
1.	Publishing Date and Time *		Leave Blank
2.	Document Sale Start Date and Time *		
3.	Seek Clarification Start Date and Time *		
4.	Seek Clarification End Date and Time *		
5.	Pre Bid Meeting Date and Time *		
6.	Bid Submission Start Date and Time *		
7.	Bid Submission End Date and Time *		
8.	Bid Opening Date and Time *		

Declaration by Division / Branch

1. This tender does not require entering into the Integrity Pact with the bidders .

or

This tender requires entering into an Integrity Pact with the bidders and the tender document has been sent to Independent External Monitor (IEM) namely Sh.BB Mishra (**bbmishra83@gmail.com / bbibhuti@yahoo.com**) appointed by STC for this purpose .

2. Soft copy of the Tender document in '.doc /.pdf (non-scanned)' in English and Hindi sent to '**tenders@stclimited.co.in**'. If the document does not contain the Hindi version, please mention the reason:

3. Following documents are enclosed with this Tender Input Form:

- Copy of approval of Competent Authority as per MSD Circular dated 19.10.2020.
- CPPP Tender Published report (in case of e-Tenders)

4. I undertake that the summary of the contracts/purchases will be submitted to MSD on format prescribed by Vigilance Division immediately on finalization of tender.

Prepared by:

Signature _____
Name _____
Designation _____
Division/Branch _____
Contact No. _____

Approved by:

Signature _____
Name _____
Designation _____
Division/Branch _____
Contact No. _____

To: **MSD-IT, C.O.**

दि स्टेट ट्रेडिंग कार्पोरेशन ऑफ इंडिया लिमिटेड : नई दिल्ली

प्रबंधन सेवा प्रभाग

19.10. 2020

परिपत्र सं. एसटीसी/एमएसडी/सू.प्रौ./सीआईआर/02/2020

विषय: निविदा/शुद्धिपत्र का प्रकाशन

यह निर्णय लिया गया है कि, अब से 'गैर-व्यापारिक मामलों' से संबंधित किसी भी निविदा/शुद्धिपत्र को सरकार के सीपीपी पोर्टल और एसटीसी वेबसाइट पर अपलोड/प्रकाशन हेतु केवल मुख्यालय में संबंधित प्रभागाध्यक्ष (जो सीधे संबंधित निदेशक को रिपोर्ट करते हों)/ शाखा प्रबंधक के अनुमोदन की ही आवश्यकता होगी। तथापि, यह इस शर्त पर होगा कि कार्य निष्पादन हेतु प्रभाग/शाखा द्वारा सक्षम प्राधिकारी द्वारा पूर्व सैद्धांतिक अनुमोदन प्राप्त किया गया हो।

"व्यापारिक मामलों" के संबंध में, निविदा/शुद्धिपत्र को अपलोड/प्रकाशित करने के लिए संबंधित निदेशक के अनुमोदन की अनिवार्यता प्रबंधन सेवा प्रभाग के परिपत्र दिनांक 27.12.2016 में निर्धारित किए अनुसार यथावत रहेगी।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है और तत्काल प्रभाव से लागू होगा।


(बृजेश प्रसाद)

संयुक्त महाप्रबंधक – सू.प्रौ

प्रति :

मुख्यालय के सभी प्रभागाध्यक्ष

सभी शाखा प्रबंधक

प्रतिनिधि :

निदेशकगण

अध्यक्ष एवं प्रबंध निदेशक (अतिरिक्त प्रभार)

THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI
MANAGEMENT SERVICES DIVISION

19.10.2020

Circular No.:STC/MSD/IT/CIR/02/2020

Subject: Publication of Tender/Corrigendum

It has been decided that, henceforth, approval of concerned 'Divisional Head at C.O.(those reporting directly to Director concerned) / Branch Managers' will only be required for uploading / publishing any tender / corrigendum pertaining to 'non-trade matters' on the CPP portal of Govt. of India and STC website. This will, however, be subject to prior in-principle approval of Competent Authority having been obtained by the Division / Branch for getting the work done.

As regards 'trade matters', the requirement of obtaining the approval of concerned Director for uploading / publishing the Tender / Corrigendum will continue to hold good as stipulated in MSD circular dated 27.12.2016.

This issues with the approval of Competent Authority and shall come into force with immediate effect.


(Brijesh Prasad)
JGM-IT

To:

All Divisional Heads at C.O.

All Branch Managers

Cc: All Directors

CMD (AC)