

NIT FOR WEBSITE



Government of India
Department of Atomic Energy
Directorate of Construction, Services & Estate Management

PREQUALIFICATION CUM NOTICE INVITING e-TENDER

NIT NO. DCSEM/CQD/QSA/MP/NIT/345/01-2021 dt. 01 .01.2021

Head (CQD), DCSEM, DAE, V.S. Bhavan, Anushaktinagar, Mumbai-94 on behalf of the President of India invites online item rate tender (in two bid) from reputed, qualified, experienced, technically and financially sound engineering construction agencies for the work of "Providing Assistance to CQD, Accounts & Administration for tender works of DCSEM." The details are given below.

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

PART A: GUIDELINES FOR E-TENDERING: -

1. The intending bidders must read the terms and conditions of the tender documents. He should only submit bids if he considers himself eligible and he is in possession of all documents required.
2. The information and instruction for bidders along with Technical bid, Financial bid and drawings etc. posted on website shall form part of the bid document. The contract condition and specification available in website www.dcsem.gov.in shall also form part of the tender document.
3. The documents as uploaded can be viewed and downloaded free of cost by any one including the intending bidder. However for participating tendering process the intending bidder must download the documents after confirmation of tender processing fees from e-tendering portal only, within time and date of downloading, otherwise it will not be possible for them to upload the documents on the e-tendering portal.

Notes :

- i) Downloading the tender documents without confirmation of payment details towards tender processing fees on web site: www.tenderwizard.com/DAE shall not be valid.
- ii) The excel sheets accompanied with pre-qualification bid and technical bid and financial bid shall be filled up and uploaded within due date of submission.
- iii) The PDF document available in website are part of tender document and can't be uploaded on the e-tendering portal in its present form.

However the bidders may download the specific forms / data sheets etc. filled up, scanned and upload the same as required.

- iv) The tender document submitted manually can't be accepted and shall be rejected summarily.
 - v) The agency must ensure downloading of excel sheets in which the columns meant for filling up data / rates appears in yellow colour and the moment the data / rates are entered , it turns sky blue.
4. It is mandatory for all the applicants to have **class-III digital signature certificate** from any of the licensed Certifying Agency to participate in e-tendering.
 5. In order to participate in online e-tendering process, it is mandatory for the applicants to have user **ID & password** to get access to the website www.tenderwizard.com/DAE . The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in website. Validity of online registration is for one year from date of its issuance and be subsequently renewed. For assistance/clarifications, please contact mobile 09969395522, e-mail : twhelpdesk231@gmail.com / daehelpdesk@tenderwizard.co.in
 6. The applicants, who have already obtained such valid user ID and password from M/s ITI Limited, for any other project of DCSEM / DAE, need not obtain fresh user ID and password for the purpose of participation in the present tender.
 7. The services for e-tendering in DCSEM / DAE is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, B-1/5A, 2nd Floor, Main Nazafgarh Road Near Janakpuri Metro Station (East) Janakpuri, New Delhi-110058, Fax No : 91-11-25618721 Phone 91-11-49424365, e-mail:daehelpdesk@etenderwizard.co.in
 8. The excel sheets comprising of pre-qualification bid, technical bid and financial bid and other documents shall be uploaded online in the prescribed format (JPG or PDF) before the date and time as mentioned in e-tender portal. No other mode of submission is acceptable.
 9. The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.
 10. After submission of the bid / document the bidder can re-submit revised bid / document any number of times but before last time and date of submission of bid/ document as notified.
 11. If the agency found ineligible, after opening of technical bid his tender shall become invalid and processing fees shall not be refunded.
 12. Tenderers are advised to upload their documents well in advance, to avoid last

minutes rush on the server or complications in uploading. DCSEM, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.

13. Submission of the tender documents after the due date and time (including extended period) shall not be permitted. Time being displayed on e-tendering portal of DCSEM shall be final and binding on bidders.
14. In case of any problem with the submission of the tender, the tenderers may take the assistance of help desk or use the help manual given on the said website or mobile and e-mail mentioned above.
15. The tenderers are advised to submit the **hard copy of 'EMD declaration form'** well in advance to the Tender Inviting Authority, so that it should reach on or before the due date and time. Delay in receipt of hard copies due to security restriction, postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith.

PART B: NIT DETAILS:-

1	NIT No.	DCSEM/COD/QSA/MP/NIT/345/01-2021 dt. 01.01.2021.
2	Name of work	Providing Assistance to CQD, Accounts & Administration for tender works of DCSEM.
3	Estimated cost put to tender	Rs. 48.24 Lakh
4	EMD	Bidders are requested to submit "EMD Declaration form" duly signed, in lieu of 'EMD'.
5	Completion period	12 Months
6	Fee of Tender Document	Nil
7	Tender Processing Fee	Rs. 2846.00 through e-payment.
8	Security Deposit	2.5% of tendered value.
9	Performance Guarantee	3% of tendered value
10	Dates of availability of Tender Documents for download	From 07.01.2021 (11:00 hrs.) to 18.01.2021

(17:00 hrs) website on
www.tenderwizard.com/DAE

Detailed NIT is also available on website
www.dcsem.gov.in for view only.

- 11 Uploading of of Pre-bid quarries 08.01.2021 (11:30 Hrs) to 19.01.2021 (17:00 Hrs)
- 12 Last date and time of closing of online submission of tenders: 25.01.2021 (17:00 hrs.)
- 13 Last date for submission of duly signed hard copy of 'EMD Declaration Form' 27.01.2021 (15:00 hrs.) in the "Office of Head (CQD), 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai – 400094".
- 14 Date and time of online opening of Technical Bid. 27.01.2021 (15:30 hrs.) in the Office of Head (CQD), 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai - 400094
- 15 Date of opening of Financial Bids of qualified bidders Will be notified at a later date

Note: Department reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any condition including conditional rebate shall be rejected forthwith.

PART C: TENDER REQUIREMENTS FOR ELIGIBILITY:-

1.0 INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION:

The applicant who fulfils the following criteria shall be considered for participation. **Joint Ventures and Consortium etc. shall not be accepted.**

Proof of registration with Government / Semi Government organizations like CPWD, MES, BSNL, Railways, State PWDs etc. in appropriate class OR having experience in execution of similar nature of works.

1.1 The applicant should have satisfactorily completed the works as mentioned below during the last **seven years ending previous day of last date of submission of tenders.**

- (i) Three similar works each costing not less than **Rs. 19.30 lakh**
or

Two similar works each costing not less than **Rs. 28.94 lakh**

or

One work similar costing not less than **Rs. 38.59 lakh**

Important Notes:

- a) Similar work shall mean: **Providing Manpower assistance for tendering works/ construction projects/ office works (or) Project Management consultancy for construction projects.**
- b) Cost of work shall mean gross value of the completed work including the cost of materials supplied by the Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.
- c) The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.

1.2 At the time of submission of tender, the applicant shall have to furnish an affidavit as under:

"I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of DCSEM, then I/We shall be debarred for tendering in DCSEM Contracts in future forever. Also, if such a violation comes to the notice of DCSEM before date start of the work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee."

1.3 The applicant should have had **average annual financial turn over (gross) of Rs. 48.24 lakh** during immediate last three consecutive financial years ending **31st March 2019**. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

1.4 The applicant should not have incurred any loss in more than two years during the last five consecutive immediate financial years ending **31st March 2019** duly certified by the licenced Chartered Accountant.

1.5 The applicant should have **Solvency of Rs. 19.30 lakh** certified by his bankers.

1.6 The applicant's performance for each work completed in the last seven years should be certified by an officer not below the rank of Executive Engineer or equivalent.

1.7 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit list of well qualified and experienced Engineers and Supervisors stating clearly how those would be deployed for execution of works.

1.8 List of works in hand & List of similar works carried out by them for last 7 years indicating; i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.

1.9 List of technical staff they possess and proposed to deploy for the work.

1.10 Certificates: (Scanned copy of original certificates to be uploaded)

- i) **Performance Certificates**
- ii) **GST Registration certificate**
- iii) **PAN (Permanent Account Number) Registration**
- iv) **EPFO registration certificate**
- v) **ESIC registration certificate**
- vi) **BOCW Welfare Board registration certificate**

1.13 UNDERTAKING as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in DCSEM / DAE in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee. **(Scanned copy of the undertaking duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid).**

2. The intending bidder must read the terms and conditions as per "SECTION – 1: NOTICE INVITING TENDERS" OF "CONDITIONS AND CLAUSES OF CONTRACT – 2008" carefully. **He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.**

Department reserves the right of Non-consideration of Tender documents of the agencies who are not fulfilling the NIT stipulations and / or having adverse report on the works carried out by them in the past.

3. Information and Instructions for tenderers posted on website shall form part of tender document.

4. The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.tenderwizard.com/DAE or www.dcsem.gov.in free of cost.

It is the responsibility of the tenderer to submit 'EMD declaration form' (hard copy) duly sealed and signed to the "Office of the Head (CQD), DCSEM, 3rd Floor, North wing, V.S.Bhavan, Anushaktinagar, Mumbai-400 094", on or before the date of submission.

OBTAINING OF STANDARD DOCUMENTS: In addition to the above, the prospective agencies shall be required to possess following documents with them separately, which shall form part of Tender Documents for this work. These documents can be downloaded from the DCSEM's website or can be purchased separately on payment of prices indicated. In case the agencies already possess these standard documents with them, the same need not be downloaded/ purchased again.

Printed books are available at the Office of the Head (CQD), 3rd Floor, V. S. Bhavan, Anushaktinagar, Mumbai – 400 094. Payment for the same can be made in cash or in the form of DD drawn in favour of Pay and Accounts Officer, DCSEM, payable at Mumbai as indicated below:

- i) Conditions and Clauses of Contract (CCC) – 2008 Rs.50/- per book

5. The bid can only be submitted after uploading the mandatory scanned documents as specified.

6. On opening date, the contractor can login and see the bid opening process.

7. **Certificate of Financial Turn Over:** At the time of submission of bid, contractor may upload **Undertaking** / Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document.

8. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in **YELLOW** colour and the moment rate is entered, it turns **SKY BLUE**. In addition to this, while selecting any of the cells a warning appears that **if any cell is left blank the same shall be treated as "0"**. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as **"0" (ZERO)**.

9. In the case of bids in two / three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.

10. The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.

11. **Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical**

Evaluation Committee of experts, constituted by DCSEM. The performance report from the executing authority shall also be considered for shortlisting.

12. If the information furnished by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in DCSEM.

Note: Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Department reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.

PART D: LIST OF DOCUMENTS TO BE SCANNED & UPLOADED

- 1 Financial Turn Over certified by CA**
- 2 Profit & Loss statement certified by CA**
- 3 Latest Bank Solvency Certificate**
- 4 List of similar works completed in last 7 years indicating: i) Agency for whom executed ii) Value of Work, iii) Stipulated and actual time of completion.**
- 5 List of works in Hand indicating: i) Agency ii) Value of Work, iii) Stipulated time of completion / present position.**
- 6 List of Construction Plants and Machinery**
- 7 List of Technical Staff**
- 8 Certificates:**
 - i) Registration certificate, if any**
 - ii) Certificates of Work Experience / Performance Certificates**
 - iii) GST (Goods and Services Tax) Registration Certificate**
 - iv) PAN (Permanent Account Number) Registration**
 - v) EPFO registration certificate**
 - vi) ESIC registration certificate**
 - vii) BOCW Welfare Board registration certificate**

- 9 **Undertaking that the eligible similar work(s) have not been executed through another contractor on back to back basis.**
- 10 **e- payment details towards cost of Processing Fee.**
- 11 **EMD Declaration form [Hard Copy].**
- 12 **Undertaking for having gone through the documents as per Technical Bid.**
- 13 **Undertaking for downloaded the Pre-bid clarifications issued by the Department after close of sale of tenders as indicated in the Technical Bid.
(Scanned copy of original certificates to be uploaded)**