



GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
DIRECTORATE OF CONSTRUCTION, SERVICES & ESTATE MANAGEMENT

PRE-QUALIFICATION CUM NOTICE INVITING e-TENDER

NIT No. DCSEM/CQD-Extn/CC-ATI/Hosp/NIT/11/02-2018 dated 27.02.2018

Chief Engineer (C-2), 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 **Hospitality Services agencies** for the work of **“Providing Hospitality Services for DAE Convention Centre, Senior Officer Guest House and Administrative Training Institute at Convention Centre, Anushaktinagar, Mumbai 400094”**.

The details are given below.

INFORMATION & 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 carefully. He/She should only submit the bids if he/she considers himself/herself eligible and is in possession of all documents required.
2.	The information and instructions for bidders along with technical bid, financial bid and drawings etc. posted on website shall form part of the bid document. The Contract Conditions and Specifications which are available on website www.dcsem.gov.in shall also form part of the tender document.
3.	<p>The documents as uploaded online can be viewed and downloaded free of cost by anyone including the intending bidder. However, for participating in the tendering process, the intending bidder must download the documents <u>after confirmation of tender processing fee</u> from e-tendering portal only, within the stipulated time and date of downloading, otherwise it will not be possible for them to upload the documents on the e-tendering portal.</p> <p>Notes:</p> <ol style="list-style-type: none">Downloading the tender documents without confirmation of payment details towards tender processing fee on website www.tenderwizard.com/DAE shall NOT be valid.The excel sheets accompanied with financial bid & Technical data sheets shall be filled up & uploaded within due date of submission.The PDF documents available on website are part of tender document and cannot be uploaded on the e-tendering portal in its present form. However, the bidders may download the specific forms, fill them, scan and upload them.The tender document submitted manually won't be accepted and shall be rejected summarily.The agency must ensure downloading of excel sheets in which the columns meant for filling up data/rates appear in yellow colour initially that turn into sky blue colour once the data/rate is entered.

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 fee 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 No. 09969395522, or email at 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 Limited, Tender wizard Helpdesk Centre, B-1/5A, 2 nd Floor, Main Nazafgarh Road, Near Janakpuri Metro Station (East), Janakpuri, New Delhi-110058. Fax No: 91-11-25618721, Ph. No: 91-11-49424365, e- mail : daehelpdesk@tenderwizard.co.in
8.	The agencies interested to participate in online tendering process are required to fill up payment details of tender processing fee within sale / download period for downloading the tender document from the e-tendering portal only, otherwise, it will not be possible for them to upload / submit the tender.
9.	Tenderers are advised to upload their documents well in time, to avoid last minute rush on the server or complications in uploading. DCSEM, in any case, shall not be responsible for any type difficulties during uploading the documents including server and technical problems whatsoever.
10.	The tender shall be submitted online in the prescribed format before the date and time as mentioned in NIT. No other mode of submission is acceptable.
11.	The excel sheets comprising of technical and financial bid & other documents shall be uploaded online in the prescribed format (JPG or PDF) before the due date and time as mentioned in e-tender portal. No other mode of submission is acceptable.
12.	The agency shall download the pre-bid clarification, if any, for this work and upload the filled-in form (scanned copy) duly signed & sealed. The revised documents (if any) shall be uploaded on e-tender portal.
13.	After submission of the bid/document, the bidder can re-submit revised bid/document any number of times but before the last date and time of submission of bid/document as notified.
14.	Online submission of the tender documents after the due date and time (including extended period, if any) shall not be permitted. Time being displayed on e-tendering portal of DCSEM shall be final and binding on bidders.
15.	The tenderers are advised to submit the hard copies towards EMD & other documents etc. 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 restrictions, postal delay or delay due to any other reasons shall not be acceptable and tender shall be rejected forthwith.
16.	If a participating agency is found ineligible after opening of technical bid, its tender would become invalid and processing fee shall not be refunded.

17.	In case of any problem with the submission of the online tender document, the tenderers may take the assistance of the helpdesk or use the help manual given on the said website or contact on mobile or e-mail the service provider as mentioned in the point no.7 above.
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PART 'B': NIT DETAILS: -

1	NIT No.	DCSEM/CQD-Extn/CC-ATI/Hosp/NIT/11/02-2018 dated 27.02.2018
2	Name of work	“Providing Hospitality Services for DAE Convention Centre, Senior Officer Guest House and Administrative Training Institute at Convention Centre, Anushaktinagar, Mumbai 400094”.
3	Estimated cost put to tender	Rs. 214.00 Lakhs
4	EMD	<p>Earnest Money Deposit (EMD) of Rs.4.28 Lakhs in the form of Deposit at Call Receipt or Demand Draft/ Bankers Cheque or Fixed Deposit Receipt, issued by a Scheduled bank, in favour of 'Pay & Accounts Officer, DCSEM, Mumbai'.</p> <p>However, the bidders may submit the EMD as follows:</p> <ol style="list-style-type: none"> i. Rs.2.14 Lakhs in the form of Deposit at Call Receipt or Demand Draft/ Bankers Cheque or Fixed Deposit Receipt as prescribed above, <li style="text-align: center;">and ii. Balance amount of Rs.2.14 Lakhs in the form of Bank Guarantee (BG) issued by a Scheduled Bank drawn in favour of 'Pay & Accounts Officer, DCSEM, Mumbai'. <p>Note: (a) EMD in the form of Cheque will NOT be accepted. (b) Bank Guarantee NOT strictly in accordance with the prescribed format shall not be accepted.</p>
5	Operation period	12 (Twelve) Months likely to be extended for one more year on satisfactory performance.
6	Fee of Tender Document	NIL
7	Tender Processing Fee	Rs. 5900.00 through e-payment.
8	Security Deposit	2.5% of tendered value.
9	Performance Guarantee	5% of tendered value.
10	Dates of availability of Tender Documents for download	<p>From 01.03.2018 (11:00 hrs.) to 15.03.2018 (17:00 hrs.) on website www.tenderwizard.com/DAE.</p> <p>Detailed NIT is also available on website www.dcsem.gov.in for viewing only.</p>
11	Date of Pre-bid clarification	19.03.2018 at the Office of Head (CQD-Extn), DCSEM, 4 th floor, North wing, V.S.Bhavan, Anushaktinagar, Mumbai-400094.
12	Last date and time of closing of online submission of tenders	21.03.2018 (17:00 hrs.)

13	Last date for submission of original DD/FDR/BG etc. towards EMD etc.	On or before 23.03.2018 (15:00 hrs.) in the Office of Head (CQD-Extn), DCSEM, 4 th Floor, North wing, V.S. Bhavan, Anushaktinagar, Mumbai - 400 094.
14	Date and time of online opening of Technical Bid.	23.03.2018 (15:30 hrs.) in the Office of Head (CQD-Extn), DCSEM, 4 th Floor, North wing, 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	Contractors who fulfil the following requirements shall ONLY be eligible to apply. (Joint ventures are not accepted).
1.1	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.
1.2	<p>Should have satisfactorily completed the following works during the last seven years ending previous day of last date of submission of tender.</p> <p>For this purpose Cost of work shall mean gross value of the completed work including cost of material supplied by the Government/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.</p> <p>(i) Completed Three similar works each costing not less than Rs.90.00 lakhs,</p> <p style="text-align: center;"><u>OR</u></p> <p>Completed Two similar works each costing not less than Rs.130.00 lakhs,</p> <p style="text-align: center;"><u>OR</u></p> <p>Completed One similar work costing not less than Rs.180.00 lakhs</p> <p><u>Important Notes: -</u></p> <p>1. Similar work shall mean: Providing front office management, catering, housekeeping and hospitality services, for minimum 50 rooms in guest house / Offices / Community centre / Hostels / 3 star and above category hotels etc.</p> <p>2. 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. 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.</p>
1.3	Should have had average annual financial turnover (gross) of Rs.214.00 lakh during the immediate last 3 consecutive financial years. (Scanned copy of Certificate from CA to be uploaded). Year in which no turnover is shown would also be considered for working out the average.

1.4	Should not have incurred any loss in more than two years during the last five years ending 31st March, 2017.
1.5	Should have minimum Solvency of Rs.85.60 lakhs.
1.6	The bidding capacity of the contractor should be equal to or more than the cost of the work. The bidding capacity shall be worked out by the following formula: Bidding Capacity = A x N x 2 – B Where, A = Maximum turn over in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing the actual value of works at a simple rate of 7% per annum. N = Number of years prescribed for completion of work for which prequalification application has been invited. B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which tender has been invited.
1.7	List of works in hand & List of similar works carried out by them for last 07 years indicating: i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.
1.8	List of Tools & Plants, machinery , equipments, accessories & infrastructure facilities possessed by the agency to complete the work in time.
1.9	List of Qualified & experienced Staff they possess and proposed to be deployed 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
1.11	UNDERTAKING 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 Department, then I/we shall be debarred for bidding in 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	<p>The tender document consisting of 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.</p> <p>It is the responsibility of the tenderer to submit EMD (hard copy) and processing fees (copy of e-payment) duly sealed and signed to the “Office of the Head (CQD-Extn), DCSEM, 4th Floor, North wing, V.S.Bhavan, Anushaktinagar, Mumbai-400 094”, on or before the date of submission.</p> <p>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.</p> <p>Printed books are available at the “Office of the Head (CQD-Extn) DCSEM, 4th Floor, North wing, 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. Rates are indicated as below:</p> <table border="1"> <thead> <tr> <th>SNO</th> <th>NAME OF DOCUMENT</th> <th>PRICE OF BOOK</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Conditions and Clauses of Contract – 2008</td> <td>Rs.50/- per book</td> </tr> </tbody> </table>	SNO	NAME OF DOCUMENT	PRICE OF BOOK	1	Conditions and Clauses of Contract – 2008	Rs.50/- per book
SNO	NAME OF DOCUMENT	PRICE OF BOOK					
1	Conditions and Clauses of Contract – 2008	Rs.50/- per book					
5	The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft/Pay order/Banker’s Cheque/Deposit at call Receipt/Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards EMD in favour of “PAY AND ACCOUNTS OFFICER, DCSEM, MUMBAI” and a scanned of receipt of Processing Fee in favour of “ITI LIMITED, NEW DELHI” through e-payment and other documents as specified.						
6	Those contractors not registered on the website mentioned above, are required to get registered. If needed, they can be imparted training for online bidding process as per details available on the website.						
7	On opening date, the contractor can login and see the bid opening process.						
8	Certificate of Financial Turn Over: At the time of submission of bid, contractor may upload Undertaking / Certificate from a CA mentioning Financial Turnover of last 5 years or for the period as specified in the bid document. Further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.						
9	Contractor must ensure to quote rate of each item. The columns meant for quoting rate in figures appear in YELLOW colour and the moment rate is entered, they turn 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” (ZERO) . 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).						
10	In the case of bids in three stage system, 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.						
11	The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.						

12	Shortlisting 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.
13	IF ANY 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	Annual 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 Tools & Plants, Machinery.
7	List of Qualified & Experienced 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.
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 tender processing fee.
11	FDR/BG of any Scheduled Bank against EMD (as per the tender conditions).
12	Undertaking for having gone through the documents as per Technical Bid, Corrigendum, if any.
13	Undertaking for downloaded 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)	
NOTE : Corrigendum(s), if any, shall be uploaded on website www.tenderwizard.com/DAE	
