

## PRE-QUALIFICATION CUM NOTICE INVITING e-TENDER

### INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

Online item rate tenders are invited through e-tendering mode by **Head, ESD- II, DCSEM, DAE, V.S. Bhavan, Anushaktinagar, Mumbai-94**, on behalf of President of India in **two bid**, from eligible contractors for the work and details given below:

1	NIT No.	<b>DCSEM /CQD/QSB/ESD/NIT-65/2016-17, dt.19 .12.2016</b>
2	Name of work	<b>Maintenance of transplanted &amp; new planted trees at various locations of Anushakti Nagar, Mumbai.</b>
3	Estimated cost put to tender	<b>Rs.6.70 Lakhs</b>
4	Earnest Money Deposit (EMD)	EMD of <b>Rs.13,400/-</b> to be submitted in the form of Fixed Deposit Receipt issued by a Scheduled bank in favour of <b>Pay &amp; Accounts Officer, DCSEM, Payable at Mumbai.</b>  However the bidders may submit the EMD as follows: i) <b>Rs.6,700/-</b> in the form of Fixed Deposit Receipt as prescribed above. and ii) <b>Rs.6,700/-</b> in the form of Bank Guarantee (BG) issued by any Scheduled bank, drawn in favour of <b>Pay &amp; Accounts Officer, DCSEM, Mumbai.</b>  <b>Note:</b> 1) Bank Guarantee not strictly in accordance with the prescribed format shall not be accepted. 2) EMD in the form of cheque will not be accepted.
5	Completion period	<b>12 Months</b>
6	i) Performance Guarantee ii) Security Deposit	5% of Tender Value 2.50% of Tender Value
7	<b>Tender Processing Fee</b>	<b>Rs.575/- through e-payment.</b>
8	Dates of availability of Tender Documents for view and download	From <b>21.12.2016</b> (11:00 Hrs.) to <b>2.1.2017</b> (17:00 Hrs.) on website <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> . Detailed NIT is also available on website <a href="http://www.dcsem.gov.in">www.dcsem.gov.in</a> for view only.
9	Last date and time of closing of online submission of tenders:	<b>11.1.2017</b> (15:00 Hrs.)
10	Last date for submission of Original FDR/BG etc. towards EMD.	On or before <b>11.1.2017</b> (15:00 Hrs.) in the Office of Head QSB, 3 <sup>rd</sup> floor, North wing, Vikram Sarabhai Bhavan, Anushaktinagar, Mumbai -400 094.
11	Date and time of online opening of Technical Bid.	<b>12.1.2017</b> (15:30 Hrs.)
12	Date of opening of Financial Bids of qualified bidders	Will be notified at a later date.

**Notes:**

1. Tender Notification and documents are available on websites [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE).
2. Registered contractors only can purchase / download & submit / upload tenders
3. Interested agencies may visit this website for **registration**.
4. **Contact for assistance/ clarifications 9969395522 / e-mail: [rudresh.tenderwizard@gmail.com](mailto:rudresh.tenderwizard@gmail.com)**
5. For further information, please contact on (022) 25487334 / 25487384 / Fax: 25565362 during office hours.

The existing "SECTION – 1 : NOTICE INVITING TENDERS" OF "CONDITIONS AND CLAUSES OF CONTRACT – 2008" (P.5 & 6) in use for 2/3 bid TENDERING has been modified as per the requirement of e-Tendering. The modified VERSION OF THE SAME" is enclosed as **CS-13 (Correction Slip – 13 to Conditions and Clauses of Contract -2008)**.

1	<b>Contractors who fulfil the following requirements shall ONLY be eligible to apply. (Joint ventures are not accepted).</b>
A	<b>Proof of registration</b> with Government / Semi Government organizations like CPWD, MES, <b>BSNL</b> , Railways, State PWDs etc. in appropriate class OR having experience in execution of similar nature of works.
B	Should have satisfactorily completed works during the last seven years ending previous day of last date of submission of tenders. For this purpose cost of work shall mean gross value 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 Manger or equivalent.
i)	Three similar works each costing not less than Rs. <b>2.68 LAKHS each</b> , or Two similar works each costing not less than Rs. <b>4.00 LAKHS each</b> , or One similar work costing not less than Rs. <b>5.36 LAKHS</b> . AND
	<b>Similar work shall mean: Development of Garden/ Maintenance of Garden/ Horticulture Work.</b>
<b>Note:</b>	The value of executed works shall be brought to current costing level by enhancing the actual value of work at <b>simple rate of 7% per annum</b> ; calculated from the date of completion to last date of submission of tender.
C	Should have had average annual financial turnover of Rs. <b>6.70 LAKHS</b> on construction works during the last three years ending <b>31<sup>st</sup> March, 2016</b> . (Scanned copy of Certificate from CA to be uploaded)
D	Should not have incurred any loss in more than two years during the last five years ending <b>31<sup>st</sup> March, 2016</b>
E	Should have a solvency of Rs. <b>2.68 LAKHS</b> .
F	<b>List of works</b> in hand & similar works carried out by them for last <b>7 years</b> indicating i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.
G	Bidding capacity shall be worked out based on works in hand. Bidding capacity shall be equal to or more than cost of work: <b>Bidding Capacity = A x N x 2 – B</b> Where A = Maximum <b>turnover</b> 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 work shall be brought out to current costing level by enhancing at a simple rate <b>of 7% per annum</b> ; calculated from the date of completion to last date of submission of tender. N = Number of years prescribed for completion of this work. B = Value of existing commitment and ongoing works to be completed during the period of completion of this work.
H	<b>List of construction plant, machinery</b> , equipments, accessories & infrastructure facilities possessed by the agency to complete the work in time.
I	<b>List of Technical staff</b> they possess.
J	<b>CERTIFICATES:</b> (Scanned copy of original certificates to be uploaded)
i)	Performance Certificates
ii)	WCT registration certificate
iii)	TIN Registration
iv)	PAN (Permanent Account Number) Registration
v)	Service Tax Registration Certificate.
vi)	EPFO Registration Certificate
vii)	ESIC Registration Certificate
K	<b>UNDERTAKING</b> 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 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. <b>(Scanned copy to be uploaded at the time of submission of bid)</b> .
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. <b>He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.</b>

	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 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 <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> or <a href="http://www.dcsem.gov.in">www.dcsem.gov.in</a> free of cost.	
	HOWEVER, THEY WILL BE REQUIRED TO COLLECT THE COPIES OF TENDER DRAWINGS (IF ANY STIPULATED IN THE TENDER DOCUMENTS) PERSONALLY, AND THE SAME SHALL NOT BE AVAILABLE ON THE WEB SITE.	
	<b>OBTAINING OF STANDARD DOCUMENTS:</b> 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 DCSEM Office, VS Bhavan, Anushaktinagar, Mumbai – 400 094. Payment for the same can be made in cash or in the form of DD drawn in favour of Accounts Officer, DCSEM, payable at Mumbai as indicated below:	
	<b>SN</b>	<b>NAME OF DOCUMENT</b>
	1	Conditions and Clauses of Contract – 2008
	2	Specifications for Civil Works – 2015
		<b>PRICE OF BOOK</b>
		Rs.50/- per book
		Rs.500/- per book.
5	The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards cost of tender document and EMD in favour of “ <b>ACCOUNTS OFFICER, DCSEM, MUMBAI</b> ” and Processing Fee in favour of “ <b>ITI LIMITED, NEW DELHI, THROUGH E-PAYMENT</b> ” and other documents as specified.	
6	<b>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.</b>	
7	<b>The intending bidder must have valid class-III digital signature to submit the bid.</b>	
8	<b>On opening date, the contractor can login and see the bid opening process.</b>	
9	<b>Certificate of Financial Turn Over:</b> At the time of submission of bid, contractor may upload <b>Undertaking</b> / Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and 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.	
10	Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in <b>YELLOW</b> colour and the moment rate is entered, it turns <b>SKY BLUE</b> . In addition to this, while selecting any of the cells a warning appears that <b>if any cell is left blank the same shall be treated as “0”</b> . 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).	
11	In the case of bids in 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.	
12	The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.	
	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	
13	<b>IF ANY INFORMATION FURNISHED</b> 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.	

**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.**

<b>List of Documents to be scanned &amp; uploaded.</b>	
1	Financial Turn Over certified by CA
2	Profit & Loss statement certified by CA
3	Latest Bank Solvency Certificate
4	List of <b>SIMILAR WORKS completed</b> in last 7 years indicating: I) Agency for whom executed II) Value of Work, III) Stipulated and actual time of completion.
5	List of <b>WORKS in Hand</b> 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	<b>Certificates:</b>
i)	Registration certificate, if any
ii)	Certificates of Work Experience / Performance Certificates
iii)	Certificate of Registration for Sales Tax / VAT / WCT and Service Tax
iv)	TIN Registration Certificate
v)	PAN (Permanent Account Number) Registration
vi)	Service Tax Registration certificate
vii)	EPFO Registration Certificate
viii)	ESIC Registration Certificate
9	Undertaking that the eligible similar work(s) have not been executed through another contractor on back to back basis.
10	FDR/BG of any Scheduled Bank against <b>EMD. (as per the tender condition)</b>
11	Undertaking for having gone through the documents as per Technical Bid, Pre-bid clarification & Corrigendum if any.
	<b>(Scanned copy of original certificates to be uploaded)</b>

**NOTE: CORRIGENDUM (S), IF ANY, SHALL BE UPLOADED ON WEBSITE [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE)**

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**FOR PRESS ONLY**



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

## **PRE-QUALIFICATION CUM NOTICE INVITING e-TENDER**

Head, ESD-II, DCSEM, DAE, V.S. Bhavan, Anushaktinagar, Mumbai-94 on behalf of the President of India invites online item rate tender (in two bid) through e-tendering mode, from eligible contractors for the following works.

### **1. NIT No. DCSEM/CQD/QSB/ESD/NIT/64/2016-17 dt. 19.12.2016**

Name of works:- Providing & installation of wood chipper machine at Anushakti Nagar, Mumbai. Estimated cost Rs.7.50 lakh, EMD Rs.15,000.00, completion period : 3 months, tender processing fee Rs.575.00 in the form of e-payment.

### **2. NIT No. DCSEM/CQD/QSB/ESD/NIT/65/2016-17 dt.19.12.2016**

Name of works:- Maintenance of transplanted & new planted trees at various locations of Anushakti Nagar, Mumbai. Estimated cost Rs.6.70 lakh, EMD Rs.13,400.00, completion period 12 months, tender processing fee Rs.575.00 in the form of e-payment.

Detailed tender notice alongwith documents are available on website; [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) for free view and download. Tender documents are available for view / download from 21.12.2016 (11 00 hrs.) to 2.1.2017 (17 00 hrs.). Closing of online submission of tenders upto 15 00 hrs on 11.1.2017. Receipt of hard copies towards EMD upto 15 00 hrs. on 11.1.2017. Opening of online tender (technical bids) on 12.1.2017 at 15 30 hrs. Financial bids of qualified bidders shall be opened at a later date to be notified separately.

Detailed NIT is also available on website [www.dcem.gov.in](http://www.dcem.gov.in) for view only. For further information, please contact on 022- 25487334, 25487384 Fax: 022-25565362.

## 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 consider himself eligible and he is in possession of all documents required.
2. The information and instruction for bidders alongwith Technical bid and Financial bids etc. posted on website shall form part of the bid 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](http://www.tenderwizard.com/DAE) shall not be valid.
  - ii) The excel sheets accompanied with technical bid and financial bid shall be filled up 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 movement 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](http://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](mailto:twhelpdesk231@gmail.com) / [daehelpdesk@tenderwizard.co.in](mailto: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](mailto:daehelpdesk@etenderwizard.co.in)
8. The excel sheets comprising of 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. 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 copies towards EMD and 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 restriction, postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith.

