



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

**NOTICE INVITING PREQUALIFICATION CUM e-TENDER**

**NIT No. DCSEM/CQD/QSA/ADV & PUB/NIT/248/01-2019 dt.11.01.2019**

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, agencies for the work of “**Providing Advertising and Publishing of Tender and other classified matters for DCSEM at Anushaktinagar, Mumbai -94.**” 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 etc. posted on website shall form part of the bid document.
3. The documents as uploaded can be viewed and downloaded (in pdf format) free of cost by any one including the intending bidder. However for participating in the tendering process the intending bidder must download the excel 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 and uploaded within due date of submission.
  - iii) The tender document submitted manually can't be accepted and shall be rejected summarily.
  - iv) 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](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 022-25487363 / 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, 2<sup>nd</sup> 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. Financial bid has to be uploaded online in the prescribed format before the date and time as mentioned in e-tender portal. No other mode of submission is acceptable.
9. 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.
10. If the agency is found ineligible, after opening of technical bid his tender shall become invalid and processing fees shall not be refunded.
11. Tenderers are advised to upload their documents well in advance, to avoid last minute 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.
12. 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.
13. 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.
14. 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 restrictions, postal delay or delay due to any other reason shall not be accepted and tender shall be rejected forthwith.

## **PART B: NIT DETAILS:-**

<b>1</b>	NIT No.	<b>NIT No. DCSEM/CQD/QSA/ADV &amp; PUB/NIT/ /248/01-2019 dt. 11.01.2019</b>
<b>2</b>	Name of work	<b>Providing Advertising and Publishing of Tender and other classified matters for DCSEM at Anushaktinagar, Mumbai -94.</b>

3	EMD	<p>Earnest Money Deposit (EMD) of <b>Rs. 50,000.00</b> to be submitted in the form of Deposit at Call Receipt or Demand Draft/ Bankers Cheque or Fixed Deposit Receipt drawn in favour of 'Pay &amp; Accounts Officer, DCSEM, Mumbai'.</p> <p><u>Note :-</u> EMD in form of Bank Guarantee shall not be accepted.</p>
4	Tender Processing Fee	Rs.590.00 through e-payment only.
5	Performance Guarantee	Rs.2,00,000.00, in the form of Bank Guarantee in appropriate format.
6	Security Deposit	Rs.1,00,000.00, in the form DD/FDR/Bank Guarantee in appropriate format.
7	Dates of availability of Tender Documents for download	<p>From 16.01.2019 (11:00 hrs.) to 28.01.2019 (17:00 hrs) on website <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a></p> <p>Detailed NIT is also available on website <a href="http://www.dcsem.gov.in">www.dcsem.gov.in</a> for view only.</p>
8	Last date and time of closing of online submission of tenders	<b>01.02.2019</b> (17:00 hrs.)
9	Last date for submission of original DD/FDR/ etc. towards EMD etc.	<p>On or before <b>07.02.2019</b> (15:00 hrs.) in the "Office of Head (CQD), 3rd Floor, North Wing, V.S. Bhavan, Anushaktinagar, Mumbai -400 094".</p>
10	Date and time of online opening of Technical Bid.	<b>07.02.2019</b> (15:30 hrs.) in the "Office of Head (CQD), 3rd Floor, North Wing, V.S. Bhavan, Anushaktinagar, Mumbai – 400094".
11	Date of opening of Financial Bids of qualified bidders	Will be notified at a later date
12	Eligibility Criteria	<p>Agencies fulfilling following criteria shall be considered for participation:-</p> <p>a) Having carried out Advertising and Publishing classified matters in Local /National News Papers preferably for Government / Semi Government/ Government Undertaking / Government Autonomous Bodies etc.,</p>

		<p>b) Having proper supporting staff and infrastructural facilities,</p> <p>c) Having experience in the field not less than 5 years ending on 31<sup>st</sup> December 2018,</p> <p>d) Having valid and latest Income Tax Clearance Certificate,</p> <p>e) Having not incurred any loss in more than 2 years during the last five consecutive immediate financial years ending 31<sup>st</sup> March 2018,</p> <p>f) Having preferably accredited by Indian Newspaper Society.</p>
<p><b>Note:</b> 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.</p>		

## **TERMS & CONDITIONS:-**

1. Earnest Money Deposit Rs.50,000.00 (Rupees Fifty Thousand only) in the form of DD or FDR drawn in favour of 'Pay and Accounts Officer, DCSEM' payable at Mumbai to be submitted before the due date. Bank Guarantee towards EMD is not accepted. Tenders without EMD shall be rejected forthwith.

2. Performance Guarantee amounting to Rs.2,00,000.00 (Rupees Two lakh only) in the form of Bank Guarantee in appropriate format etc. shall be submitted by the successful bidder within 15 (fifteen) days from the date issue of Work Order. The period of submission of the bank guarantee can be further extended at the written request of the contractor for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day, of performance Guarantee amount. If contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money is absolutely forfeited to the President automatically without any notice.

3. Security Deposit amounting to Rs.1,00,000.00 (Rupees One lakh only) in the form DD/FDR/Bank Guarantee in appropriate format etc. shall be submitted by the successful bidder within 15 (fifteen) days from the date issue of Work Order.

4. The tenderers should submit valid and latest Income Tax Clearance Certificate (ITCC) and should not have incurred any Loss in more than 2 years during the last five consecutive immediate financial years ending 31<sup>st</sup> March 2018.

5. **Validity of tender** :- The tender shall remain open for acceptance a period of 150 days (One Hundred and Fifty Days) from the last date of submission. If the tenderer withdraws his tender before the said period or make any modification in terms & conditions and do not respond to start the publishing of advertisements after issue of work order, entire amount of EMD shall be forfeited.

6. **Acceptance of tender** :- This Directorate reserves the right to accept the tender in full or in part, or reject or reject the tender (s) in full or part without assigning any reason thereof. Tender with any condition including conditional rebate shall be rejected forthwith.

7. The contract shall be valid for a **period of one year from the date of issue of Work Order and Likely to be extended on yearly basis upto 3 more years** based on satisfactory performance.

8. The prevalent rates approved by the DAVP for empanelled News Papers shall be the basic criteria. Accordingly the agency may offer the suitable discount if any, over the DAVP rates. No other rates such as card rates etc. shall be accepted.

9. **GST (Goods & Services Tax)** as applicable as on date of submission in respect of this contract shall be payable by the contractor and Government will not entertain any claim whatsoever in respect of the same.

10. The advertisement shall be released within the stipulated date in specified News Papers strictly. No payment shall be released for delayed publication except force majeure conditions.

11. The agency shall check the matters before publishing and ensure accuracy of advertisement with respect to the original copy. Mistakes, if any, shall be rectified by the agency at its own cost by advertising corrigendum in respective Newspapers with prior permission of this Directorate. No payment shall be entertained on this account.

12. The payment shall be released within thirty days from the date of submission of Bill in duplicate along with News Paper cutting showing advertisement.

13. If the performance of the agency is not found satisfactory, a notice by this Directorate shall be issued to the agency. If satisfactory improvement is not found even after the issue of notice, the contract shall be terminated by giving three months notice with out prejudice, to any right accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligations.

14. The personnel connected with the agency and their bags and baggage shall be liable for physical check both at the time of entry and exit by the security staff as per Departmental security regulations during their visit to this directorate. The personnel are required to be in possession of individual identity card or passes etc.

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

16. Short listing of the agencies shall be subject to thorough verification of their credentials through a Technical Evaluation Committee of experts, constituted by DCSEM.

17. 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 C: LIST OF DOCUMENTS TO BE SCANNED & UPLOADED**

1. Experience in carrying out Similar works of Advertisement for Government / Semi Government/ Government Undertaking / Government Autonomous Bodies etc.

2. Organizational Structure showing Year of Establishment, Supporting Staff, Infrastructural Facilities etc.
3. Performance Certificates for works done in other departments.
4. Latest Income Tax Clearance Certificate (ITCC) as on 31.03.2018.
5. Financial Turn Over statement Certified by CA for previous 5 years ending 31.03.2018.
6. Profit/Loss statement certified by CA for previous 5 years ending 31.03.2018.
7. GST (Goods and Services Tax) Registration Certificate.
8. PAN (Permanent Account Number) Registration.
9. EMD as per tender conditions.
10. Accreditation by Indian Newspaper Society (if any).



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