



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

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

**NIT No. DCSEM/CQD/QSC/Comp-AMC/NIT/14/2018-19 dt. 07.06.2017**

**INFORMATION AND INSTRUCTIONS FOR e-TENDERING**

Head, Electrical Division, 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 agencies for the work **“Comprehensive biennial maintenance contract for Personal computers, peripherals, laptops, servers, existing LAN, renewal and supply & installation of Office Scan, Antivirus and Web Security suit etc. at DCSEM offices in Mumbai”**. The details are as mentioned below.

**PART-A: INSTRUCTION FOR ONLINE SUBMISSION**

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 along with technical bid and financial bids etc. are posted on website shall form part of the bid document.
3.	<p>The documents as uploaded in website can be viewed and downloaded free of cost by any one including the intending bidder. However for participating in tendering process the intending bidder must download excel sheets both technical and financial after confirmation of payment towards processing fees, otherwise it will not be possible for them to upload the documents on the e-tendering portal.</p> <p><b>Notes :</b></p> <ul style="list-style-type: none"> <li>i) Downloading the tender documents without confirmation of payment details towards tender processing fees on web site: <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> shall not be valid.</li> <li>ii) The excel sheets accompanied with technical bid and financial bid shall be filled up uploaded within due date of submission.</li> <li>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.</li> <li>iv) The tender document submitted manually can't be accepted and shall be rejected summarily.</li> <li>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.</li> </ul>
4.	It is mandatory for all the applicants to have <b>class-III digital signature certificate</b> from any of the licensed Certifying Agency to participate in e-tendering.

5.	<p>In order to participate in online e-tendering process, it is mandatory for the applicants to have user <b>ID &amp; password</b> to get access to the website <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> .</p> <p>The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID &amp; 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 : <a href="mailto:twhelpdesk231@gmail.com">twhelpdesk231@gmail.com</a> / <a href="mailto:daehelpdesk@tenderwizard.co.in">daehelpdesk@tenderwizard.co.in</a></p>
6.	<p>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.</p>
7.	<p>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:<a href="mailto:daehelpdesk@etenderwizard.co.in">daehelpdesk@etenderwizard.co.in</a></p>
8.	<p>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.</p>
9.	<p>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.</p>
10.	<p>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.</p>
11.	<p>If the agency found ineligible, after opening of pre-qualification bid/technical bid his tender shall become invalid and processing fees shall not be refunded.</p>
12.	<p>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.</p>
13.	<p>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.</p>
14.	<p>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.</p>
15.	<p>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.</p>

## PART-B: NIT DETAILS

1	NIT No.	<b>DCSEM/CQD/QSC/Comp-AMC/NIT/14/2018-19 dt. 07.06.2017</b>
2	Name of work	<b>Comprehensive biennial maintenance contract for Personal computers, peripherals, laptops, servers, existing LAN, renewal and supply &amp; installation of Office Scan, Antivirus and Web Security suit etc. at DCSEM offices in Mumbai.</b>
3	Estimated cost put to tender	<b>₹ 49.90 lakh</b>
4	EMD	<p>Earnest Money Deposit (EMD) of <b>₹ 99,800/-</b> to be submitted in form of Fixed Deposit Receipt issued by a Scheduled Bank drawn in favour of Pay &amp; Accounts Officer, DCSEM, Mumbai.</p> <p>However the bidders may submit the EMD as follows:</p> <p>(i) <b>₹ 49,900/-</b> in the form of Fixed Deposit Receipt as prescribed above and</p> <p>(ii) <b>₹ 49,900/-</b> in the form of Bank Guarantee (BG) issued by a Scheduled bank drawn in favour of Pay &amp; Accounts Officer, DCSEM, Mumbai.</p> <p><b>Note: EMD in the form of cheque will not be Accepted</b></p>
5	Completion period	<b>24 Months</b>
6	Fee of Tender Document	Nil
7	Tender Processing Fee	<b>₹ 2,944.00</b> through e-payment to ITI Limited.
8	Security Deposit	2.5% of tendered value.
9	Performance Guarantee	5% of tendered value.
10	Dates of availability of Tender Documents for download	From 08.06.2018 (11.00 hrs.) to 21.06.2018 (15.00 hrs.) website on <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a>
11	Date of Pre-bid clarification	Queries to be uploaded on website <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> from 08.06.2018 (12.00 hrs. to 25.06.2018 (15.00 hrs.)
12	Last date and time of closing of online submission of tenders:	04.07.2018 (17.00 hrs.)
13	Last date for submission of original DD/FDR/BG towards EMD and drawings etc.	On or before 05.07.2018 (15.00 hrs.) in the Office of Head, Quantity Section-C, 4 <sup>th</sup> Floor, V.S. Bhavan, Anushaktinagar, Mumbai -400 094.
14	Date and time of online opening of Technical Bid.	05.07.2018 (15.30 hrs.) in the Office of Head, Quantity Section-C, 4 <sup>th</sup> Floor, V.S. Bhavan, Anushaktinagar, Mumbai -400 094.

15	Date of opening of Financial Bids	Will be notified at a later date
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**Note: Department reserves the right to accept or reject in part or full any application(s), without assigning any reason thereof. The applications with any condition shall be rejected forthwith.**

## PART-C: REQUIREMENTS AND ELIGIBILITY CRITERIA

1	Contractors who fulfil the following requirements shall ONLY be eligible to apply. <b>(Joint ventures are not accepted).</b>
1.1	<b>Proof of registration</b> 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	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 Manager or equivalent.  <p style="text-align: center;"><b>Completed three similar works each costing not less than ₹ 19.96 lakh</b></p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;"><b>Completed two similar works each costing not less than ₹ 29.94 lakh,</b></p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;"><b>Completed one similar work costing not less than ₹ 39.92 lakh.</b></p> <p><b>Important Notes :</b></p> <p>i) Similar work shall mean: <b>maintenance of computers/servers along with associated peripherals like printers/switches/LAN system etc.</b></p> <p>iii) 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 <b>average annual financial turn over (gross) of ₹ 49.90 lakh</b> during the immediate last 3 consecutive financial year <b>ending 31<sup>st</sup> March 2017</b> . (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 <b>31<sup>st</sup> March, 2017</b> .
1.5	Should have latest <b>solvency certificate of ₹ 19.96 lakh from scheduled bank.</b>

1.6	<p>The <b>bidding capacity</b> of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:</p> <p><b>Bidding Capacity = {[A x N x 2] – B}</b></p> <p>Where,</p> <p><b>A</b>= Maximum turn over in 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 at a <b>simple rate of 7% per annum</b>.</p> <p><b>N</b>= Number of years prescribed for completion of work for which bids has been invited.</p> <p><b>B</b> = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.</p>
1.7	<p>List of <b>works in hand</b> &amp; List of <b>similar works carried out</b> by them for last <b>7 years ending previous day of last date of submission of tender</b> indicating i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.</p>
1.8	<p><b>List of construction plant, machinery</b>, equipments, accessories &amp; infrastructure facilities possessed by the agency to complete the work in time.</p>
1.9	<p><b>List of technical staff</b> they possess and proposed to deploy for the work</p>
1.10	<p><b>CERTIFICATES:</b> (Scanned copy of original certificates to be uploaded)</p>
	<p><b>i) Performance Certificates</b></p>
	<p><b>ii) GST registration certificate</b></p>
	<p><b>iii) PAN (Permanent Account Number) Registration</b></p>
	<p><b>iv) EPFO registration certificate (if applicable)</b></p>
	<p><b>v) ESIC registration certificate (if applicable)</b></p>
	<p><b>vi)BOCW Welfare Board registration certificate (if applicable)</b></p>
1.11	<p><b>UNDERTAKING</b> as under:-</p> <p>I / We, hereby tender for the execution of the work for the President of India within the time specified in Schedule “F”, viz., Schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instruction in writing referred to in Rule 1 of General Rules &amp; Directions and in Clause – 11 of the General Clauses of Contract and with such materials as are provided for, by and in respects in accordance with such conditions so far as applicable.</p> <p>I / We have read and examined the e-Tender Notice for Inviting Pre-Qualification (PQ) of Contracting Agencies, Section I, II &amp; III, &amp; other documents and rules referred to and all other contents in the tender documents for the work AND ACCORDINGLY. I / We, hereby submit credentials and other documents as are provided for, by, and in respects in accordance with, such conditions so far as applicable</p> <p>I / We have read and examined the Notice Inviting Tender, General Rules &amp; Regulations, Directions, form of tender, special conditions, Safety &amp; Security codes for work contract, general condition of contract and all other contents in the tender documents for the subject work.</p>

	<p>I / We have understood the entire scope of work and rates quoted accordingly. We shall carry out the work as per Schedule of Quantities, technical specifications, drawing and complete the work within stipulated time to the entire satisfaction of the Department.</p> <p>I / We declare that all the materials / equipments shall be supplied from the list of preferred makes only and execute as per tender. Our offer is un-conditional.</p> <p>I / We have downloaded and gone through the pre-bid clarifications issued by the Department after close of sale of tenders and submitting tender accordingly.</p> <p>I / We also declare that we have not executed similar projects through another contractor on back to back basis. Further that, if such violation comes to the notice of Department, then we shall be debarred for bidding in DAE in future forever. Also if, such violation comes to the notice of the 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 etc.</p> <p><b>(Scanned copy of the undertaking duly signed &amp; sealed on letter head of the bidder to be uploaded at the time of submission of bid).</b></p>									
2	<p>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.</p> <p><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.</b></p>									
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.									
	<p><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.</p> <p><b>Printed books are available at the Office of the Head Quantity Section, 3<sup>rd</sup> Floor, 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 Pay and Accounts Officer, DCSEM, payable at Mumbai as indicated below:</b></p> <table border="1"> <tr> <td>i)</td> <td>Conditions and Clauses of Contract – 2008</td> <td>Rs. 50/- per book</td> </tr> <tr> <td>ii)</td> <td>Specifications for Civil Works – 2015</td> <td>Rs. 500/- per book</td> </tr> <tr> <td>iii)</td> <td>Specifications for PHEI Works –April- 2008</td> <td>Rs. 100/- per book</td> </tr> </table>	i)	Conditions and Clauses of Contract – 2008	Rs. 50/- per book	ii)	Specifications for Civil Works – 2015	Rs. 500/- per book	iii)	Specifications for PHEI Works –April- 2008	Rs. 100/- per book
i)	Conditions and Clauses of Contract – 2008	Rs. 50/- per book								
ii)	Specifications for Civil Works – 2015	Rs. 500/- per book								
iii)	Specifications for PHEI Works –April- 2008	Rs. 100/- per book								



5	The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque 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>"PAY AND ACCOUNTS OFFICER, DCSEM, MUMBAI"</b> and other documents as specified.
6	<b>On opening date, the contractor can login and see the bid opening process.</b>
7	<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
8	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).
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	<b>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</b>
12	<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.
13	<p>The applicant may furnish any additional information which they think necessary to establish their capabilities to successfully complete the envisaged work. No information shall be entertained after last date of online submission of tenders unless it is called by the competent authority.</p> <p><b>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.</b></p> <p>If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from tendering /taking up of work in DCSEM. DCSEM reserves the right to verify the particulars furnished by the applicant independently and reject any application without assigning any reason and to restrict the list of pre-qualified agencies to any number deemed suitable in case too many applications are received satisfying the laid down Pre-qualification criteria.</p>
<p><b>Note: Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of the tender. Department reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.</b></p>	

# PART-D: DOCUMENTS TO BE SCANNED & UPLOADED

<b>1</b>	<b>Financial Turn Over certified by CA</b>
<b>2</b>	<b>Profit &amp; Loss statement certified by CA</b>
<b>3</b>	<b>Latest Bank Solvency Certificate</b>
<b>4</b>	<b>List of similar works completed in last 7 years indicating:</b> <b>i) Agency for whom executed</b> <b>ii) Value of Work</b> <b>iii) Stipulated time of completion</b> <b>iv) Actual time of completion.</b>
<b>5</b>	<b>List of works in Hand indicating:</b> <b>i) Agency</b> <b>ii) Value of Work</b> <b>iii) Stipulated time of completion</b> <b>iv) Present position.</b>
<b>6</b>	<b>List of Construction Plants and Machinery</b>
<b>7</b>	<b>List of Technical Staff</b>
<b>8</b>	<b>Certificates:</b>
<b>i)</b>	<b>Registration certificate, if any</b>
<b>ii)</b>	<b>Certificates of Work Experience / Performance Certificates</b>
<b>iii)</b>	<b>Certificate of Registration for GST</b>
<b>iv)</b>	<b>PAN (Permanent Account Number) Card</b>
<b>v)</b>	<b>EPFO registration certificate (if applicable)</b>
<b>vi)</b>	<b>ESIC registration certificate (if applicable)</b>
<b>vii)</b>	<b>BOCW Welfare Board registration certificate (if applicable)</b>
<b>9</b>	<b>e payment details towards cost of Processing Fee.</b>
<b>10</b>	<b>FDR of any Scheduled Bank against EMD.</b>
<b>11</b>	<b>Bank Guarantee of any Scheduled Bank against EMD (if any).</b>
<b>12</b>	<b>Undertaking: As per format in the last page of Technical Bid SGF to be printed signed on your letter head and uploaded</b>
<b>13</b>	<b>Bank details for payment of bills as per the format in the Technical Bid SGF</b>
	<b>(Scanned copy of original certificates to be uploaded)</b>

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