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

EXPRESSION OF INTEREST CUM PRE-QUALIFICATION OF CONTRACTING AGENCIES

EOI No. DCSEM/CQD/QSC/AN-EV/EOI/03/24-25 dt. 17.05.2024

Chief Engineer (ESG), Directorate of Construction Services & Estate Management (DCSEM), DAE, 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai-94, on behalf of the President of India, invites online **Expression of Interest (EOI) cum Pre-Qualification (PQ) applications** through e-tendering mode from reputed, qualified, experienced and financially sound agencies for "**Deployment, operation and maintenance of Electric Mobility Services inside Anushaktinagar colony, Mumbai-400094."**.

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

PART A: GUIDELINES FOR E-TENDERING: - Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app**.**

1. REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / n Code / e Mudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e- mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My*

Documents space, this does not automatically ensure these Documents being part of Technical Bid.

4. SUBMISSION OF BIDS

1) Bids shall be submitted online only at CPPP website : https://eprocure.gov.in/eprocure/app
2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
4) 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.
5) 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.
6) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
8) Submission of the tender documents after the due date and time (including Extended period) shall not be permitted.
9) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
11) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
12) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

13) Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum / addendum/ amendment.

5. ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

PART-B: EOI cum PRE-QUALIFICATION TENDER DETAILS

1	PQ NIT No.	**DCSEM/CQD/QSC/AN-EV/EOI/03/24-25 dt. 17.05.2024**
2	Name of work	**Deployment, operation and maintenance of Electric Mobility Services inside Anushaktinagar colony, Mumbai-400094.**
3	Period of contract	**5 years** (extensible based on satisfactory performance of the agency)
5	EOI cum PQ tender document cost	Nil
6	Dates of availability of Tender Documents for download	**From 21.05.2024 (12:00 hrs.)** on CPPP website https://eprocure.gov.in/eprocure/app The EOI cum PQ document is also available on website **www.dcsem.gov.in for view only.**
7	Uploading of Pre-bid Queries	**From 21.05.2024 (12:00 hrs.) to 03.06.2024 (17:00 hrs)** on CPPP website https://eprocure.gov.in/eprocure/app or queries may be sent to jana@dcsem.gov.in / shailendra@dcsem.gov.in / anshukla@dcsem.gov.in
8	Address for site visit if any	Office of Chief Engineer (ESG), DCSEM, DAE, 3rd Floor, V.S.Bhavan, Anushaktinagar, Mumbai -94. Phone No. 022 25487321/7323 / 7393 / 7342
9	Start date of Submission of online Tender	**From 21.05.2024 (13:00 hrs.)**
11	Last date and time of closing of uploading / online submission of EOI cum PQ tender.	**19.06.2024 (15:00 hrs)**

12	Date and time of online opening of EOI cum PQ tender.	**20.06.2024 (15:30 hrs)** in the 'Office of Head, Quantity Section-C, 3rd Floor, V. S. Bhavan, Anushaktinagar, Mumbai -400 094'.

PART-C: 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 for the work.**

1. Initial Criteria for Eligibility for Prequalification for applicants / agencies:

1.1 The applicant should have deployed similar type of E mobility services, at least 5 nos. vehicle of min 3+1 seating capacity and operated/ maintained for at least two years continuously in any campus.

They should have proper office setup and onsite service provision

Tie up with OEM of E-vehicles for full technical support and O&M.

Important Notes:

Similar work shall mean: **Deployment of E mobility services and their operation and maintenance shall also include the ongoing work.**

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. 25 Lakh** during immediate last three consecutive financial years ending 31st March 2023. 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 2023 duly certified by the licenced Chartered Accountant.

1.5 The applicant should have **solvency of Rs. 10.00 Lakh** certified by his bankers.

1.6 The applicant should own equipment as per list required for the proper and timely maintenance of the work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.

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

1.8 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.

1.9 The applicant shall submit/upload supporting document declaring present staff strength of full time nature, with their qualification, experience and present position held etc.

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

1.11 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.

1.12 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 of immediate last three consecutive financial years ending 31st March 2023 duly certified by the licenced Chartered Accountant**
2	**Profit & Loss statement of last five consecutive immediate financial years ending 31st March 2023 duly certified by the licenced Chartered Accountant**
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 Technical Staff**
i)	**Certificates:**
ii)	**Registration certificate, if any**
iii)	**Certificates of Work Experience / Performance Certificates**
iv)	**GST (Goods and Services Tax) Registration Certificate**
v)	**PAN (Permanent Account Number) Registration**
vi)	**EPFO registration certificate**
vii)	**ESIC registration certificate**
viii)	**All documents as mentioned in TechdatasheetANEV.xls (Excel file) and duly filled all the forms of TechdatasheetANEV.xls viz. Form 'A' to Form 'G' should be uploaded on CPP portal**
7	**Tender Acceptance Letter as per Annexure-I.**
8	Undertaking for t*he provisions of* Public Procurement (Preference to Make in India) **as per Annexure-II.**
9	Format for comments on scope of work **as per Annexure-III.**