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

PREQUALIFICATION CUM NOTICE INVITING e-TENDER

NIT No:- DCSEM/CQD/QSA/MP/24-25/NIT/09 dtd.07.06.2024

Chief Engineer (C1/CQD), DCSEM, DAE, 3rdfloor, V.S. Bhavan, Anushaktinagar, Mumbai-94 on behalf of the President of India invites online item rate tender (in two bids) from eligible contractors for the work of **"Carrying out works for Estimation, Tendering & other Misc. jobs etc. in CQD, Architecture, Accounts & Administration for DCSEM".** The details are given below.

INFORMATIONAND 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 enrolment 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 / nCode / eMudhra 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 'MyTenders' 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 "MySpace" or ''Other Important Documents'' area available to them to upload such documents. These documents may be directly submitted from the "MySpace" 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) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

5) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

6) 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.

7) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the SKY BLUE coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

8) Tenders 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.

9) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

10) 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.

11) Submission of the tender documents after the due date and time (including extended period) shall not be permitted.

12) 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.

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14) 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.

15) 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.

16) 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: NIT DETAILS:-

1	NIT No.	**DCSEM/CQD/QSA/MP/24-25/NIT/09 dtd.07.06.2024**
2	Name of work	**Carrying out works for Estimation, Tendering and other Misc. jobs etc. in CQD, Architecture, Accounts & Administration for DCSEM.**
3	Estimated cost put to tender	**Rs. 95.70 lakh**
4.	EMD	Earnest Money Deposit (EMD) of **Rs.1,91,400.00** to be submitted in the form of Bankers Cheque of a Commercial bank or Account payee Demand draft of a Commercial bank or Fixed Deposit Receipt (FDR) of a Commercial bank or Insurance Surety Bonds in favour of 'Pay & Accounts Officer, DCSEM, Mumbai'. Or The bidders may submit the EMD as follows: (i) **Rs.95,700.00** will have to be deposited in the form as prescribed above and (ii) Balance amount of **Rs.95,700.00** in the form of Bank Guarantee (including e-Bank Guarantee) issued by a Commercial bank having validity for six months from the date of submission of the tender and shall be scanned and uploaded by the intending bidders to the e-tendering website within the period of bid submission. • The Bank Guarantee shall be valid for 180 days from the last date of online submission of Tender. • Bank Guarantee not in the prescribed format shall not be accepted. • Cash and Cheque for Earnest Money Deposit will not be accepted. • Bank name and address: State Bank of India, BARC, Trombay, Mumbai-400085. • IFSC code of beneficiary bank: SBIN 0001268

5	Completion period	**12 (Twelve) Months ;**
6	Fee of Tender Document	Nil
7	Tender Processing Fee	Nil
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 **07.06.2024 (11:00 hrs.) to 03.07.2024 (17:00 hrs.)** website on CPPP site https://eprocure.gov.in/eprocure/app Detailed NIT is also available on website www.dcsem.gov.in for view only.
11	Uploading of Pre-bid Queries	From **07.06.2024 (11:30 hrs.) to 18.06.2024 (17:00 hrs**) website on CPPP site https://eprocure.gov.in/eprocure/app **or** queries may be sent to cecqd@dcsem.gov.in
12	Start date of online submission of Tender	From **24.06.2024 (11:00 hrs.)**
13	Last date and time of closing of online submission of tenders	**03.07.2024 (17:00 hrs.)**
14	Last date for submission of original DD/FDR/BG etc. towards EMD etc.	On or before **04.07.2024** (15:30 hrs.) in the 'Office of Head (QSA), 3rd Floor, DCSEM, North wing, V.S. Bhavan, Anushaktinagar, Mumbai -400 094' in a **sealed envelope superscribed with name of work and NIT number.**
15	Date and time of online opening of Technical Bid.	**05.07.2024** (15:30 hrs.) in the "Office of Head (QSA), 3rd Floor, DCSEM, North wing, V.S. Bhavan, Anushaktinagar, Mumbai -400 094'
16	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:-

The applicant who fulfils the following criteria shall be considered for participation.
Joint Ventures and Consortium etc. shall not be accepted.

1.0 INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION:

Proof of registrationwith 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.

1.1 The applicant should have satisfactorily completed the works as mentioned below during the last **seven years ending previous day of last date of submission of tenders.**

i) Three similar works each costing not less than **Rs.38.28 lakh**

or

ii) Two similar works each costing not less than **Rs.57.42 lakh**

or

iii) One work similar costing not less than **Rs.76.56 lakh**

Important Notes:

a) **Similar work shall mean :- Providing Manpower assistance for Tendering works/ Construction projects/ Office works (or) Project Management consultancy for construction projects.**

b) 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. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

c) 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 submission of tender.

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 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 DCSEM / 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).**

1.3 The applicant should have had **Average Annual financial turn over (gross) of Rs.95.70 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 licensed Chartered Accountant.

1.5 The applicant should have **Solvency of Rs.38.28 lakh** certified by his bankers and should not be older than one year from the date of opening of tender.

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

1.7 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 / Supervisors / staff stating clearly how those would be deployed for execution of works.

1.8 List of works in hand & List of similar works carried out by them for last 7 years indicating; i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.

1.9 List of technical staff they possess and proposed to deploy for the work.

1.10 Certificates: (Scanned copy of original certificates to be uploaded)

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**

1.11 UNDERTAKING 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 DCSEM / 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. 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 CPPP site https://eprocure.gov.in/eprocure/app free of cost.

It is the responsibility of the tenderer to submit the EMD (hard copy) duly sealed and signed in the "Office of Head (QSA), 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai-400094." on or before prescribed time & date of submission. The envelope shall be superscribed with name of work and NIT number.

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 www.dcsem.gov.inor 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 "Office of the Head (QSA), 3rd Floor, 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 as indicated below:

i) Conditions and Clauses of Contract (CCC) – 2008 Rs.50/- 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 EMD in favour of "PAY AND ACCOUNTS OFFICER, DCSEM, MUMBAI"** and other documents as specified.

6. On opening date, the contractor can login and see the bid opening process.

7. **Certificate of Financial Turn Over:** At the time of submission of bid, contractor may upload **Undertaking** / Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document.

8. **PRICE BID :Schedule of price bid would appear in the form of BOQ_XXXX .xls**

The Financial Proposal/Commercial bid / BoQ format is provided as BoQ_XXXX.xls along with this tender document at https://eprocure.gov.in/eprocure/app . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner**. In case if the same is found to

be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business.

Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in **SKY BLUE** colour. While selecting any of the cells a warning appears **to mandatorily fill all such cells with any value, including "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. 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.

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 certified by CA**

2 **Profit & Loss statement certified by CA**

3 **Latest Bank Solvency Certificate (should not be older than one year from the date of opening of tender)**

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**

7 **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**

8 **Undertaking that the eligible similar work(s) have not been executed through another contractor on back to back basis**

9 **FDR of any Commercial Bank against EMD**

10 **Bank Guarantee of any Commercial Bank against EMD (if any).**

11 **Undertaking for having gone through the documents as per Technical Bid.**

12 **Undertaking for downloaded the Pre-bid clarifications issued by the Department as indicated in the Technical Bid.**
(Scanned copy of original certificates to be uploaded)

13 **Tender Acceptance Letter as per Annexure-I.**