NIT FOR WEBSITE

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

PREQUALIFICATION CUM NOTICE INVITING e-TENDER

NIT No. DCSEM/CQD/QSB/21-22/NIT/107 dated 03.12.2021

Chairman GB DCSEM, DAE, 3rd floor, 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 **"Providing Hospitality, Catering services and Housekeeping services at Zerlina and Anand Bhavan guest Houses, Mumbai."** 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 "**OnlinebidderEnrollment**"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 CPPPortal.
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 he 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 "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) 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.

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: NITDETAILS:-

1	NIT No.	**DCSEM/CQD/QSB/21-22/NIT/107 dt.03.12.2021**
2	Name of work	**Providing Hospitality, Catering services and Housekeeping services at Zerlina and Anand Bhavan guest Houses, Mumbai.**
3	Estimated cost put to tender	**Rs.44.36 lakh**
4.	EMD	Bidders are requested to submit "Bid security Declaration" form duly signed along with online submission of the tender in the prescribed format, in lieu of 'EMD'.
5	Completion period	**12 (Twelve) Month.**
6	Fee of Tender Document	Nil
7	Tender Processing Fee	Nil
8	Security Deposit	2.5% of tendered value.
9	Performance Guarantee	3% of tendered value
10	Date of Publish	03.12.2021 (03.00 PM) 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	Document Download/ Sale start date	From 03.12.2021 (03.30 PM)
12	Document Download/ Sale end date	From 13.12.2021 (03.00 PM)
13	Seek clarification start date	From 03.12.2021 04.00 PM) website on CPPP site https://eprocure.gov.in/eprocure/app **or** queries may be sent to jana@dcsem.gov.in/ rtarasu@dcsem.gov.in
14	Seek clarification end date	Up to 08.12.2021 (03.00 PM)
15	Bid submission start date	From 03.12.2021 (04.00 PM)
16	Bid submission end date	Up to 13.12.2021 (03.00 PM)
17	Date and time of online opening of Technical Bid.	**14.12.2021** (03.30 PM.) in the "Office of Head (CQD), 3rd Floor, V.S. Bhavan, Anushaktinagar,

Mumbai – 400094".

18	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:-

1.0 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.**

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. 17.74 lakh**

or

Two similar works each costing not less than **Rs. 26.62 lakh**

or

One work similar costing not less than **Rs.35.49 lakh**

Important Notes:

a) Similar work shall mean:- Experience in Hospitality and catering services.

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 affidavitas 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.44.36 lakh** on construction works during immediate last three consecutive financial years ending **31st March 2020**. 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 2020** duly certified by the licenced Chartered Accountant.

1.5 The **bidding capacity** of the contractor should be equal to or more than the cost of the work. The bidding capacity shall be worked out by the following formula:

Bidding Capacity = A x N x 2 – B

Where,

A= Maximum turn over 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 executed works shall be brought to current costing level by enhancing the actual value of works at a simple **rate of 7% per annum.**

N= Number of years prescribed for completion of work.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which tender has been invited.

1.6 The applicant should have valid **Solvency of Rs.17.74 lakh** certified by his bankers.

1.7 The applicant should own construction equipment as per list required for the proper and timely execution 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.

1.8 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.

1.9 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.

1.10 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.

1.11 List of construction plant, machinery, equipment's, accessories & infrastructure facilities possessed by the agency to complete the work in time.

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

1.13 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**

1.14UNDERTAKING 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**.

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.in 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 "Office of the Head (CQD), 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
ii)	Specifications for Civil Works – 2015 – 2006	Rs.500/- per book
iii)	Specifications for PHE Works –April- 2008	Rs.100/- per book

5. The bid can only be submitted after uploading the mandatory scanned documents such as **"Bid security Declaration"** form duly signed in the prescribed format , in lieu of 'EMD'.

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 short listing.

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 **Bid security Declaration form.**

2 **Financial Turn Over certified by CA**

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

4 **Latest Bank Solvency Certificate**

5 **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.**

6 **List of works in Hand indicating: i) Agency ii) Value of Work, iii) Stipulated time of completion / present position.**

7 **List of Construction Plants and Machinery**

8 **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**

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

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

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

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