

Government of India
Department of Atomic Energy
General Services Organization
Centralised Tender Cell

Kalpakkam – 603 102
10.04.2024

1. Item rate e-tender through **GeM Portal**, in TWO parts are invited for and on behalf of the President of India by the **Associate Director, CEG, GSO, Kalpakkam, Chengalpattu district, Tamil Nadu – 603 102**, from reputed, experienced & licensed agencies who have satisfactorily completed similar services (as specified in para. 1.1.(a) of this NIT) and are meeting the conditions as stipulated in this NIT, as per the details given below:

Tender No. GSO/CTC/SRMG/02/ 2024

<i>Name of work</i>	Auxiliary Jobs and Providing Automatic Under Chassis Car Washer Equipment at Autoshop, IGCAR Site, Kalpakkam.
<i>Period of Contract</i>	12 (Twelve) Months. The contract may be extended for a further period of one year or part thereof on mutual consent.
<i>Estimated Cost</i>	Rs 14.05 lakhs (including GST)
<i>Earnest Money Deposit</i>	Rs. 28,100/- in the form of Deposit at Call receipt or Demand Draft / Bankers Cheque/ FDR drawn in favour of PAY & ACCOUNTS OFFICER, GSO, KALPAKKAM payable at Kalpakkam. Insurance Surety Bond will also be accepted. Cash, Cheque, Bank Guarantee for Earnest Money deposit will not be accepted. 'Micro and small firms registered as MSME' and 'GeM GTC categorised EMD exempted sellers' are exempted from EMD. However they are required to furnish the MSME certificate/ concerned proof of certification instead of EMD at GeM Portal.
<i>Security Deposit</i>	2.5% of tendered value
<i>Performance Guarantee</i>	3% of tendered value
<i>Cost of Tender Document</i>	Nil
<i>Tender processing fee</i>	As applicable
<i>Dates of availability of Tender Documents for view, download and submit</i>	From 12/04/2024 (10:00 Hours) to 02/05/2024 (14:00 Hours) on website www.gem.gov.in .

Please note that the tender will be available for download between the dates as prescribed above. Agencies interested in participating must register in the GEM web portal and pay the prescribed registration charges as per requirements, should pay tender processing fee online, all within the dates prescribed above. Only agencies who have registered in the above mentioned web portal can participate in e-tender. Detailed NIT is also available on website www.igcar.gov.in for view only.

Free viewing of Tender Documents in PDF format.	Search on Website www.gem.gov.in . If interested in participating in the tender, download tender details as under.
Purchase of tender Documents in Excel Format for participation in tendering.	<p>Login in the Home page of the website www.gem.gov.in with your User ID & Password. Click on “Bids” button; then Click on “List of Bids”; Click on “Search” button. Now type appropriate key word on search tab. In the list select our bid and apply.</p> <p>Please refer Help Manual for submission of Tender / contact Help Desk at https://gem.gov.in/contactUs for any queries.</p>
Last date and time of closing of online submission of tenders	02/05/2024 (14:00 Hours)
Last date for submission of Original DD/BC/FDR etc. towards EMD.	<p>02/05/2024 (14:00 Hours), at Planning & Computer Section, Room No. 405, GSO Annex Building, Kalpakkam – 603 102, Chengalpattu District. The tenderer shall be required to place the Earnest Money Deposit in sealed envelope marked ‘Earnest Money’ mentioning tender number on it. Details of the tenderer shall be indicated on the reverse of the EMD instrument.</p> <p>The details of the registered post shall be sent by email to both the mail ids straj@igcar.gov.in & moovendhan@igcar.gov.in</p> <p>If a tenderer fails to submit original DD/BC/ PO/DR/ Insurance Surety Bond within the prescribed period as mentioned above, those tender will be summarily rejected.</p>
Date and time of online opening of Technical Bid	02/05/2024 (14:30 Hours), at the office of Room No. 401, GSO Annex Building, Kalpakkam

Period of verification of credentials for evaluation.	03/05/2024 to 09/05/2024 [Except on 04/05/2024 & 05/05/2024] Note: Original documents substantiating the eligibility criteria all mentioned should be produced for verification during the above period. If the tenderers fail to submit original credentials for verification, within the prescribed period as mentioned above those tenders will be summarily rejected. For outstation bidders who have difficulty in appearing in person original notary certified documents can be submitted by registered post.
Evaluation of Part-I (Technical bid)	Part-I evaluation for qualifying the bidders will be done based on credentials submitted by the bidder for opening Part-II (Financial bid). Inspection of eligible works will be carried out by an Engineering Team of Technical Evaluation Committee, if necessary.
Date of opening of Financial Bids of qualified bidders	Date will be notified later.
Period of validity of bid	The tender submitted by tenderer shall remain valid for acceptance for a period of 180 (One Hundred and Eighty) days from the date of opening of the tender.
Financial Bid/ Price Breakup	The Bidders may note that the quoted tender amount should be same in both GeM portal and the price bid break-up sheet (strictly as per the given price-bid format) duly signed & stamped. If there is any difference between the total tender amount quoted in GeM portal and the price-break-up sheet, the tender will be summarily rejected. If there is any difference in the format of the price-bid uploaded in the Gem portal. The tender will be rejected.

1.1. ELIGIBILITY CRITERIA

Contractors who fulfil the following requirements only shall be eligible to apply.

- (a) Experience of having successfully completed services during the last three years ending last day of the month previous to the one in which applications are invited as follows:-

Three similar completed services each costing not less than the amount equal to 40% of the estimated cost put to tender, [or] Two similar completed services each costing not less than the amount equal to 50% of the estimated cost put to tender [or] One similar completed service of aggregate cost not less than the amount equal to 80% of the Estimated cost. Name and address of the firm to whom the services were

provided indicating the duration of service and work completion certificate shall be furnished.

(#) 'Similar services' shall mean "Experience in Works involving any type of Automobile Auxiliary Works/ Automobile Service Works (or) Supply and installation of Car Washer Equipment".

NOTE-A:

- (i). Eligible similar nature of work should have been executed in India Only.
 - (ii). **In case of the work done under private sector, the completion certificate shall be supported with the copies of Tax Credit Statement (Form 26AS).**
 - (iii). The value of executed works shall be brought to current costing level by enhancing the actual value of work **at simple rate of 7% per annum**, calculated from the date of completion to last date of submission of tenders.
- (b) Average annual financial turnover of the agency during the last three years, ending 31/03/2023, shall be **at least ₹ 5 Lakhs. Scanned copy of certificate from Chartered Accountant to be uploaded.** Details shall be furnished duly supported by figures in balance sheet/profit & loss account for the last 3 years duly certified by Chartered Accountant as uploaded by the applicant to Income tax department, as per proforma specified in Form – A.

NOTE-B:

- (i). Bidders who are Micro or Small Enterprises are exempted from points (a) & (b). Documentary proof substantiating MSE shall be submitted along with the bid.
- (c) EPF/ESI Registration:
- (i). The bidder should be registered with Employees Provident Fund Organization (EPFO). He shall furnish the Certificates of Registration with EPFO. Bidder's profile shall invariably contain EPF registration number.
 - (ii). The bidder should be registered with Employees State Insurance Corporation (ESIC). He shall furnish the Certificates of Registration with ESIC. Bidder's profile shall invariably contain ESIC registration number.
 - (iii). The contractor shall give an undertaking in the attached format, for taking workman compensation policy for the subject work after the award of contract.

NOTE-C:

- (a) Bidders debarred for bidding in any of the DAE units are not eligible to participate in the tender.

- (b) Bidders shall submit the list of live work orders at IGCAR and GSO along with the bid.
- (c) Bidders who are GST defaulters as per the GST authorities at the time of submission of the bid are not eligible for this tender. Bidders shall submit an undertaking in the format provided in this document. Any subsequent defaulting in payment of GST by the bidder, will also be scrutinized by the department, and may lead to rejection of the bid/cancellation of contract.
- (d) The bidder shall provided undertaking, in format provided in this document, to the effect that he will not allow or permit any employee to participate in any trade union activities or agitation in GSO Premises.
- (e) Joint Ventures (JV) are not permitted;
- (f) Each bidder shall submit only one bid.
- (g) The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like minimum wages, bonus, EPF, ESI, Workmen Compensation policy, etc., as applicable and comply with all the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security.
- (h) Even though the bidder may have satisfied the above requirements, he would be liable to disqualification if he has:
 - (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures submitted with the tender.
 - (ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weakness etc.
 - (iii) Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

1.2. MANDATORY DOCUMENTS TO BE UPLOADED

The bidders are required to provide the following information and documents with their bids. Tenders not furnishing the following information and documents are liable to be summarily rejected. Failing to upload the documents will result in disqualification of bid.

- a) Copies of registration certificate documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licences/registrations:
- b) If the Tenderer is a limited company or a corporation, the Tenderer should also furnish a copy of the Memorandum of Association of the Company/Corporation

duly attested by a Notary Public.

- c) In the case of partnership firm, certified copy of the partnership deed duly attested by Notary Public and current and permanent address, telephone no. and mobile no. of all the partners.
- d) Power of Attorney in favour of the official of the Company signing the tender if the Tenderer is a Private or Public Limited Company.
- e) PAN number.
- f) GST registration certificate;
- g) Proof of experience in similar services as asked in para. 1.1. (a);
- h) Proof of Average annual financial turnover as asked in para. 1.1. (b);
- i) Audited financial statements including copies of the Profit and Loss (P/L) statements along with Balance Sheet for the last three years, 2020-2021, 2021-2022, 2022-2023.
- j) Bank Account details;
- k) Authority to seek references from the bidder's bankers;
- l) Copies of certificates/documents asked in para. 1.1. (c);
- m) Information regarding any litigation, exclusion orders, expulsion or block entry, current or during the last three years, in which the Bidder is involved, the parties concerned and disputed amount. A consistent history of litigation or arbitration awards against the applicant may result in disqualification;
- n) Declaration by the bidder, Annexures and Undertakings,
- o) Micro or Small Enterprise certificate in case of MSME.
- p) Employees Provident Fund Organization (EPFO) and Employees State Insurance Corporation (ESIC) Certificates of Registration
- q) Notice Inviting Tender and tender document duly signed on all the pages by the bidder.

1.3. ADDITIONAL INSTRUCTIONS TO THE BIDDERS

- a) GSO, DAE, Kalpakkam is located 85kms away from Chennai. The site is accessible by road from Chennai via Chengalpattu, Thirukalukundram and also via Mamallapuram by East Coast Road (ECR).
- b) The tender document can be seen and downloaded from website www.tenderwizard.com/DAE at free of cost.
- c) Information and Instructions for tenderers posted on website shall form of tender document.
- d) The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Banker's Cheque or Fixed Deposit

Receipts of any Scheduled Bank towards EMD in favour of "**PAY AND ACCOUNTS OFFICER, GSO, KALPAKKAM**" and Processing Fee by e-payment as mentioned in www.gem.gov.in

- e) **Those contractors not registered on the website www.gem.gov.in, are required to get registered for e-tendering mode. Registered contractors only can submit / upload tenders.**
- f) On opening date, the contractor can login and see the bid opening process for e-tendering mode.
- g) Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of services carried out by them.
- h) IF ANY 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 GSO.
- i) In case of successful tenderer, the tenderer is required to deposit an amount equal to 3% of the tendered and accepted value of the contract as irrevocable performance guarantee in the form of bank guarantee from any of the scheduled bank/ SBI or Canara bank by demand draft/ Bankers cheque or fixed deposit receipt (FDR) of State Bank of India/ scheduled bank drawn in favour of **Pay & Accounts Officer, GSO, Kalpakkam** payable at Kalpakkam within a period of 15 days of issue of letter of intent.

The GeM Contract Order will be generated only after the above said performance guarantee in any one of the prescribed forms is received and accepted failing which the Government shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely and suitable action as deemed fit will be initiated against the bidder.

- j) In addition to the above, the successful tenderer is required to remit security deposit amounting to 2.5% of the tendered value which shall be deducted at 2.5% of the gross amount of the bill from each running bill, till total security deposit is recovered. EMD deposited along with bid will be returned after receiving Performance Guarantee.
- k) The ESI & EPF employer's contribution as per extant government orders shall be paid by the contractor which shall be reimbursed on production of documentary evidence. Hence the quoted rate shall not be inclusive of ESI & EPF employers contribution.
- l) **The rates quoted by the tenderer in the schedule shall be inclusive of Goods and Service Tax (GST) @ 18% or any other Tax applicable. GST or any other tax applicable as per extant orders in respect of this contract shall be payable by the Contractor and Government will not entertain any claim whatsoever in respect of the same.**
- m) Workman compensation policy and Bonus as per extant government orders shall be paid by the contractor and will have to be made by the Contractor at his own cost and will not be reimbursed.

- n) Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- o) Information regarding litigation, exclusion orders, expulsion or block entry if any shall be furnished along with the bid.
- p) If the bidder is enclosing the financial bid with the technical bid, his bid will be summarily rejected.

Associate Director, CEG, GSO on behalf of President of India does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons there for. All tenders, in which any of the prescribed conditions is not fulfilled shall be summarily rejected.



Associate Director, CEG, GSO

For and on behalf of the President of India

10/4/24