



Government of India  
Department of Atomic Energy  
General Services Organisation  
Kalpakkam – 603 102

**NOTICE INVITING TENDER**

Sealed tender is invited on behalf of the President of India by the **Superintending Engineer, RM&UD, ESG, GSO, Kalpakkam 603 102,,** Chengalpattu District, Tamilnadu from reputed and experienced **Authorized Service Provider** with proven technical and financial capabilities, possessing the required equipments and meeting the conditions as stipulated in the subsequent pages of this NIT and who have satisfactorily completed(##) Three similar works each costing not less than the amount equal to 40 % of estimated cost put to tender [or] Two similar works each costing not less than the amount equal to 60 % estimated cost put to tender [or] One similar work of aggregate cost not less than the amount equal to 80 % of estimated cost during past seven years ending previous day of last date of submission of tenders.

**Note:** The value of completed 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 previous day of last date of submission of tender.

**Tender No – GSO/ESG/SE/RMUD/AUTO/TR-71/2022**

Name of work	<b>Routine Preventive Maintenance for the Departmental Heavy Vehicles in Autosshop at IGCAR site during the year 2022 – 2023.</b>
Estimated Cost	<b>Rs. 9.40 Lakhs</b>
Time allowed	<b>12 (Twelve) Months [Including Monsoon period]</b>
Earnest Money Deposit	<b>Rs. 18,800/-</b> in the form of Deposit at Call Receipt or Demand Draft/ Bankers Cheque/ Pay Order or Fixed Deposit Receipt drawn in favour of <b>Pay and Accounts Officer, GSO.</b>  [OR] Alternatively, an amount of <b>Rs. 9,400/-</b> shall be in the form of Deposit at Call Receipt or Demand Draft/ Bankers Cheque / Pay Order or Fixed Deposit Receipt drawn in favour of <b>Pay and Accounts Officer, GSO</b> and  Balance amount of <b>Rs. 9,400/-</b> shall be in the form of Bank Guarantee issued by a scheduled bank, as per enclosed prescribed format. Cash and Cheque for Earnest Money Deposit will not be accepted.  The Bank Guarantee shall be valid for 90 days from last the date of submission of Tender as mentioned in NIT.
Security Deposit	<b>2.5 % of tendered value</b>
Performance Guarantee	<b>3 % of tendered value</b>

Cost of Tender Document	<b>Rs. 590/-</b>
Last date of submission / receipt of tender	<b>Upto 22/08/2022 (15:00 Hours)</b>
<i>Date, Time &amp; Place of opening of Tender</i>	<b>22/08/2022 (15:30 Hours)</b> at 3 <sup>rd</sup> Floor, <b>Room No. 401 of GSO Annex Building, Kalpakkam</b> in the presence of attending tenderer

Tender documents can be had only on written request along with document evidence of satisfactorily completed works with requisite value, duly recommended by the **Superintending Engineer, RM&UD, ESG, GSO, Kalpakkam** or his authorised representative (Ph: 044-27481173, 044- 27480500, Extn. 85333 & 85352) and on payment of the cost of tender document in cash in person (this amount is not refundable) on any working day from **05/08/2022 to 19/08/2022 up to 16.00 hours from the Pay & Accounts Officer, GSO, Kalpakkam - 603 102**

**Tenderer must submit copy of certificates/documents in support of their experience, Turnover, Solvency, Manpower, Tools & Plants etc., and produce the originals for verification at the time of request of tender document.**

Tenderer can submit their bids addressed to “ **The Superintending Engineer, RM&UD, ESG, GSO, Kalpakkam – 603102** ” at the following office as mentioned below upto **15.00 hours on 22/08/2022** (or the next working day if the last date of tender submission happens to be a holiday).

Tender document has to be submitted to **Planning & Computer Section, 3<sup>rd</sup> Floor, Room No. 405, GSO Annex Building, Kalpakkam – 603 102, Chengalpattu District.**

All Tenders will be Opened at **Room No. 401 of GSO Annex Building, Kalpakkam** in the presence of attending tenderer

Please note that the UNIT name **GSO** [General Services Organisation], Tender Number & Name of work shall be clearly mentioned in tender cover without fail.

**“Similar work” shall mean that “Experience in works involving Maintenance / Repair Works of Ashok Leyland Heavy Vehicle”.**

**Important Note:** The contractor shall be Authorized Ashok Leyland Heavy vehicle Service Provider and shall produce valid authorization certificate.

**Note:**

- 1) Eligible similar nature of works should have been executed in India only.
- 2) Works got executed on back to back basis through another contractor will not be treated as eligible works.
- 3) In case of the work done under private sector, the completion certificate shall be supported with the copies of TDS certificate.

**Contractors who fulfill the following requirement shall be eligible and joint ventures are not accepted.**

**TENDERS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED**

- a) In the case of contractors in the approved list of Public works Department, Central Public Works Department, Railways or Military Engineer Services shall be required to submit the copy of evidence showing the appropriate and eligible class to which they belong. Contractors they are required to submit the detailed list of works carried out by them during the last seven years along with solvency certificate and the list of Plants & Machineries and manpower they posses. Statement of current commitments if any shall be furnished i.e. List of projects under execution or works to be awarded.
- b) Performance report of works referred in Para (a).
- c) PAN Certificate in the latest approved form and details of GST registration.
- d) Tenderer may please intimate their Bank Account Number, IFSC code, Branch details so as to enable the department for payments through Bank.
- e) Should have had average annual financial turnover on Works Contract should be at least **100% of the estimated cost** during the last available three consecutive financial years (FY ending 31/03/2021) certified by Chartered Accountant. Should not have incurred any loss (Profit after tax should be positive) for more than two years during the last available five years (FY ending 31/03/2021). Details shall be furnished duly supported by figures in balance sheet/profit and loss account for the last Five (5) years duly certified by Chartered Accountant.
- f) Should have a Solvency of minimum **40%** of estimated cost obtained from scheduled Bank. The Solvency certificate should be valid on the last date of Tender submission or the solvency certificate shall not be older than one year from the last date of tender submission.
- g) The bidding capacity 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:

$$\text{Bidding Capacity} = [A \times N \times 2] - B$$

**Where,**

A = Maximum turnover in Works Contract 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 simple rate of 7% per annum.

N = Number of years prescribed for completion of work for which bids has been invited.

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

- h) Details regarding structure and organization of the firm shall be submitted.
- i) Details regarding manpower possessed shall be furnished. The details of trained and certified workmen proposed to be employed at the work site of the project should also be furnished.
- j) Registration/Certificate of incorporation of the firm.
- k) Copies of original documents detailing the constitution or legal status, place of regulation and principle place of business, written power of attorney of the regulatory of the bond to commit the bidders.

- l) The tenderer shall be required to place the Earnest Money and the Tender in separate sealed envelopes marked 'Earnest Money' and 'Tender' respectively and both these envelopes shall then be placed in another sealed envelope and submitted. The envelope containing the EMD shall be opened first. If the EMD is found to be in order then only the tender will be considered. If the EMD is not in order the tender will not be considered.

**Note: Cash and Cheques for Earnest Money Deposit will not be accepted.**

- m) 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 one of the following forms within a period of 15 days from the date of issue of letter of intent. i.e. Deposit at Call Receipt/Bankers Cheque /Demand Draft/Pay Order or Fixed Deposit Receipt (FDR) of a scheduled Bank or an irrevocable bank guarantee bond of any scheduled bank in the prescribed form given in Annexure drawn in favour of **Pay & Accounts Officer, GSO, Kalpakkam.**

The letter of award of work will be issued only after the above said performance guarantee in any one of the prescribed form 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.

- n) In addition to the above, the successful tenderer is required to remit security deposit amounting to 2.5 % [Two and half Percent] of the tendered and accepted value which shall be deducted at 5% [Five Percent] of the gross amount of the bill from each running bill, till total security deposit is recovered. Earnest Money Deposited along with bid shall be returned after receiving Performance Guarantee.
- o) **The rates quoted by the tenderer in the schedule shall be inclusive of Goods and Service Tax (GST) or any other Tax applicable. GST or any other tax applicable in respect of this contract shall be payable by the Contractor and Government will not entertain any claim whatsoever in respect of the same.**
- p) The bidder should be registered with Employees Provident Fund Organization and Employees State Insurance Corporation and furnish the certificates of Registration with EPFO and ESIC or Acknowledgement of having applied for registration with EPFO and ESIC establishing bidder's eligibility and qualification.
- q) Bidder's profile shall invariably contain (i) EPF registration number and ESI registration number or (ii) Particulars of Acknowledgement of having applied for registration with EPFO and ESIC establishing bidder's eligibility and qualification.
- r) Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith. Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
2. The department reserves the right to accept/ reject any prospective application without assigning any reason thereof.
  3. If any information furnished by the applicant is found to be incorrect at a late stage, they shall be liable to be debarred from tendering/ taking up works in DAE/GSO. The department reserves the right to verify the particulars furnished by the applicant independently.
  4. Tender will be kept valid for 90 (Ninety) days from the last date of submission of tender.

5. Documentary evidence of adequate financial standing shall be furnished.
6. Information regarding projects in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.
7. The capacity of the contractor to take up a new project under consideration in addition to his present commitments must be clearly brought out. He should also furnish the details referring as to have both physically and financially capable of executing this contract in the stipulated time as per milestones projected in addition to executing the other commitments.
8. Tenderer may please intimate their Bank Account Number, IFSC code, Branch details so as to enable the department for payments through Bank.
9. Information regarding any litigation, current or during the last seven years, in which the bidder is involved, the parties concerned and disbursed amount.
10. Information regarding projects in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.

Further details if any, can be had from **Superintending Engineer or his representative, RM&UD, Engineering Services Group, GSO, Kalpakkam** during working hours (Ph:044 – 27481173, 044 – 27480500, Extn 85333& 85352).

**Superintending Engineer, RM&UD, ESG, GSO** on behalf of President of India does not bind herself to accept the lowest or any other tender and reserves to herself the authority to reject any or all of the tenders or to allot PARTs of the works to different agencies without assigning any reasons therefor. All tenders, in which any of the prescribed conditions is not fulfilled, shall be summarily rejected.

**Superintending Engineer,  
RM&UD, ESG, GSO**  
For and on behalf of the President of India

**BID SECURITY [BANK GUARANTEE]**

[ON NON JUDICIAL STAMP PAPER OF VALUE RS. 100/-]

WHERE AS \_\_\_\_\_ [Name and Address of the Bidder] (herein after called "the Bidder (s)") has submitted his/their bid Dated \_\_\_\_\_ [Date] for undertaking the work of \_\_\_\_\_ [Name of Work] (herein after called "the Bid").

KNOW ALL PEOPLE by these presents that we \_\_\_\_\_ [Name and Address of the Bank] of \_\_\_\_\_ [Name of country] having our registered office at \_\_\_\_\_ (herein after called "the Bank") are bound unto President of India, acting through Chief Engineer, General Services Organisation, Kalpakkam – 603 102 [herein after called "GSO"] in the sum of Rs. \_\_\_\_\_<sup>[1]</sup> [Rupees \_\_\_\_\_ ] for which payment well and truly be made to the said GSO the Bank binds itself, his successors and assigns by these presents.

SEALED with the common seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ month of year \_\_\_\_\_.

THE CONDITIONS of this obligation are:

- (1) If after Bid opening the Bidder withdraws his Bid during the period of Bid validity (including extended validity of tender) specified in the form of Bid or makes any modification in the terms and conditions of the tender which are not acceptable to GSO:  
OR
- (2) If the Bidder having been notified of the acceptance of his Bid by GSO during the period of bid validity
  - a) Fails or refuses to execute the form of agreement in accordance with the instructions to Bidders, if required: OR
  - b) Fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of tender document and Instructions to contractor.

We undertake to pay to GSO either up to the above amount or part thereof upon receipt of their first written demand, without GSO having to substantiate their demand, provided that in their demand GSO will note that the amount claimed by them is due to them owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including the date \_\_\_\_\_<sup>[2]</sup> after the deadline for submission of tenders such deadline is stated in the Instructions to contractor or as it may be extended by GSO, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

[Signature, name and address of witness]

Notes:

- (1) The bidder should insert the amount of Guarantee in words and figures denominated in Indian Rupees. This figure should be the same as specified in the tender document.
- (2) This date should be **90** days from the last date of submission of Bid / Tender.

**List of Documents to be submitted during the period of verification of credentials at the time of issue of submission of application for tender documents:**

1. Financial Turnover certified by CA
2. Profit & Loss statement certified by CA
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
7. Certificates:
  - i) Registration Certificate
  - ii) Certificates of Work Experience/Performance certificates, Schedule of quantities, Work Order, etc.,
  - iii) GSTIN Registration
  - iv) PAN (Permanent Account Number) Registration
  - v) Registration with EPFO and ESIC
  - vi) Certificate of OEM compliance & Authorization should be submitted for mentioned items.

**List of Documents to be submitted during the Bid submission:**

1. Tender Documents
2. Original Demand Draft / Banker's Cheque / Pay Order or FDR of any Scheduled Bank against EMD.
3. Original Bank Guarantee of any Scheduled Bank against EMD.

**Annexure – I**

**Declaration**

I ..... (Name of the contractor/ agency)

hereby declare compliance towards all the labour codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security and authorise General Services Organisation, Department of Atomic Energy to recover any payment that arises due to failure to comply with any of the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations and social security etc. and all other acts mentioned in the tender document.

Date: .....

(Dated Signature of  
Contractor with seal)





Government of India  
Department of Atomic Energy  
General Services Organisation  
Engineering Services Group  
**Resource Management & Utility Division**

**APPLICATION FOR REQUEST OF TENDER**

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1) a) Name of work for which Tender is requested : **Routine Preventive Maintenance for the Departmental Heavy Vehicles in Autosshop at IGCAR site during the year 2022 – 2023.**

b) Notice Inviting Tender No : **GSO/ESG/SE/RMUD/AUTO/TR-71/2022**

c) Estimated cost put to tender : **Rs. 9.40 Lakhs**

2) Name of Tenderer & Address :

3) Whether belonging to :

[a] Registered contractor in CPWD / PWD / Highways / MES:   
[Copy of registration certificate to be enclosed]

[b] DAE local contractor category [Copy of work order of maximum Value of work executed during recent past shall be enclosed]

[c] Other categories specify details :

4) **Eligibility Criteria:**

a) Average annual financial Turnover on construction works during the last three years ending previous financial year - Certified by Chartered Accountant.  
Required 100% of estimated cost.

Available Rs. ....

(Copy of Profit & Loss statement for the last 5 years duly certified by registered Chartered Accountant must be enclosed)

Certified by: .....

b) Latest Solvency Certificate obtained from Scheduled Bank.

Required 40 % of estimated cost. Available Rs. ....

[Copy of Latest solvency certificate to be enclosed]

Issued: ..... on .....

c) Similar Work/works executed:

[Copies of work order and Completion / Performance Certificate to be enclosed]

One work of 80%  Two works of 60%  Three works of 40%

S.No	Name of work & Name of the Client	Completed value of work	Actual date of completion	Enhanced value at 7% per annum

d) Tender purchased and not quoted in previous occasion details:

e) Current commitments, i.e. work in hand details :

<b>S. No</b>	<b>Name of work &amp; Name of the Client</b>	<b>Value of work</b>	<b>Scheduled Completion date</b>	<b>Physical progress</b>

f) List of Technical staff to be deployed for the work :

g) List of tools possessed by the Agency to complete the work in time:

- h) Additional Information :
- PAN (Permanent Account No) :
- GSTIN :
- Registration with EPFO and ESIC :
- Certificate of OEM compliance & Authorization :
- Contact Person Name & Mobile No :
- Contact Person Mail ID :
- Bank Account Number :
- IFSC Code :
- Branch details :

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**Signature of Tenderer/Authorised Representative**

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**For Office Use:-**

1) Credentials verified by : \_\_\_\_\_  
**Scientific Assistant, P&CS, RM&UD**

2) Recommendation as per eligibility norms : **ELIGIBLE / NOT ELIGIBLE**

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3) Recommendation for issue of tender:  
**Signature:** \_\_\_\_\_  
**Engineer-In-Charge, Autoshop,  
RM&UD, ESG, GSO**

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4) Approval of competent Authority : **To Issue / Not to Issue**  
**Signature:** \_\_\_\_\_  
**Associate Director, ESG, GSO**