

Government of India  
Department of Atomic Energy  
Indira Gandhi Centre for Atomic Research  
Safety, Quality & Resource Management Group  
Radiological & Environmental Safety Group  
Kalpakkam – 603 102

**NOTICE INVITING TENDER**

**TENDER NOTICE No.: IGCAR/SQRMG/RESG/2024/01      Dated 12.01.2024**

1. Sealed tenders are hereby invited on behalf of the President of India by **Director, SQRMG, IGCAR, Kalpakkam - 603 102**, Chengalpattu District for the following work from experienced Contractors who have satisfactorily completed similar works.

i) <i>NIT No.</i>	<b>IGCAR/SQRMG/RESG/2024/01</b>
ii) <i>Name of work</i>	<b>Outsourcing of retired Accounts Official in IGCAR</b>
iii) <i>Estimated Cost put to tender</i>	<b>Rs. 8.43 Lakhs (Inclusive of 18% GST)</b>
iv) <i>Completion period</i>	<b>12 (Twelve) Months</b>
v) <i>Earnest Money Deposit</i>	<b>Rs. 16,860/-</b> (Rupees Sixteen Thousand Eight Hundred and Sixty only) to be submitted 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, IGCAR, Kalpakkam</b> payable at Kalpakkam <b>Cash, Cheque, bank guarantee for Earnest Money Deposit will not be accepted.</b>
vi) <i>Cost of tender document</i>	<b>Rs. 500/-</b>
vii) <i>Tender Sale Period</i>	<b>From 25/01/2024 up to 07/02/2024</b>
viii) <i>Security Deposit</i>	<b>2.5 % of tendered value</b>
ix) <i>Performance Guarantee</i>	<b>3 % of tendered value</b>

<p>x) <i>Last date and time for submission of Tender along with EMD</i></p>	<p><i>On or before 08/02/2024 (15:00 Hours) at Office of the AD, RESG, Room No. 429, HB Building, IGCAR, Kalpakkam – 603 102, Chengalpattu District.</i></p> <p><i>(Contact Phone No. 044-27480500 Extn : 22454).</i> The tenderer shall be required to submit the Earnest Money in a sealed envelope marked '<i>Earnest Money</i>'.</p> <p><b>Please note that, EMD shall be submitted in a sealed envelope clearly mentioning the Unit name (IGCAR), Tender number &amp; Name of work in a cover without fail.</b></p> <p>However, documents sent by post or courier will also be considered provided the same is received within due date &amp; time.</p> <p><b><i>If the tender document is not accompanied by the EMD in separate cover as mentioned above, those tenders will be summarily rejected.</i></b></p>
<p>xi) <i>Date and Time of Tender opening</i></p>	<p><b><i>08/02/2024(15:30 Hours) at the office of AAO(Works), Accounts Building, IGCAR, Kalpakkam - 603102</i></b></p>
<p>xii) <i>Minimum Bid/Offer validity period required</i></p>	<p><b><i>60 Days from last date for bid submission</i></b></p>

**Note:** Corrigendum/ Addendum/ Amendments if any shall be hosted on IGCAR website only. Bidders are requested to visit the website regularly.

**I. Eligibility Criteria:**

2. **The bidders who fulfill the following criteria shall be considered for participation.**

2.1. ***JOINT VENTURES ARE NOT ACCEPTED.***

2.2. Experience of having successfully completed works during the last seven years ending previous day of last date of submission of tender as follows:

Three similar completed works each costing not less than the amount equal to 40 % of the estimated cost put to tender,

[or]

Two similar completed works each costing not less than the amount equal to 60 % of the estimated cost put to tender,

[or]

One similar completed work of costing not less than the amount equal to 80 % of the Estimated cost under a single contract.

**“Similar work” shall mean that “Providing technical or administrative or accounts assistance”**

**Note:**

- i. Eligible similar nature of works should have been executed in India only.
  - ii. Works got executed on back to back basis through another contractor will not be treated as eligible works.
  - iii. In case of the similar work done under private sector, the completion certificate shall be supported with the copies of TDS certificate along with Form – 26AS
  - iv. 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.
- 2.3. Should have an average annual financial turnover for works/goods/services of at least **50% of the estimated cost** during the immediate last three consecutive financial years (FY ending 31/03/2023). Copy of certificate duly audited by Registered Chartered Accountant to be produced while seeking the tender document.
  - 2.4. Should not have incurred any loss (Profit after tax should be positive) in more than two years during the available last five consecutive financial years (FY ending 31/03/2023). Details shall be furnished as per Proforma as specified in Form – A, duly supported by figures in balance sheet/profit and loss account for the last Five (5) years duly audited by Registered Chartered Accountant as submitted by the applicant to Income tax department.
  - 2.5. Should have a Solvency of minimum **40%** of estimated cost obtained from competent authorities as per Proforma specified in Form – B. Copy of solvency certificate shall be enclosed while seeking the tender document. 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.
3. **The bidder shall fill-in the details as per the format detailed below and copy of supporting documents should be enclosed by the bidder: -**
    - 3.1. Financial Turnover as specified in Form-A along with balance sheet and Form-26AS.
    - 3.2. Similar class of work completed as specified in Form – C during last seven years ending previous day of last date of submission.
    - 3.3. The details of workmen proposed to be employed for the work should also be furnished as per Proforma specified in Form – G.

4. **The bidder shall submit the following documents**
  - 4.1. GSTIN
  - 4.2. PAN
  - 4.3. Solvency certificate as per Proforma specified in Form – B.
  - 4.4. Performance certificate of works referred to in Forms ‘C’ as per Proforma specified in Form – E.
  - 4.5. Form of Agreement
  - 4.6. Registration with EPFO and ESIC
  - 4.7. Annexure – 1: Tender Acceptance Letter (in original)
  - 4.8. Annexure – 2: Undertaking by Contractor (in original).
  - 4.9. Annexure – 3: Declaration by Contractor (in original).
5. **Even though a bidder may satisfy the above requirements, the bidder would be liable to disqualification/ debarment if the bidder has: -**
  - 5.1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
  - 5.2. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer. Canvassing of any kind is prohibited.
  - 5.3. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.,
  - 5.4. Failed to produce originals of documents required for evaluation/qualification of the bidder. The Originals of the above Certificates shall be produced as and when called for. Irregularities if any observed will lead to rejection of the offer irrespective of the stage at which it is observed. Such bidders will be debarred for bidding in IGCAR as per applicable rule.
  - 5.5. Breached the code of integrity. Firms will be debarred for a period of two years if it is determined that the bidder has breached the code of integrity as per Rule 175 and Rule 151 of GFR 2017.
  - 5.6. Supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, etc. Firms will be debarred for a period of two years for any actions or omissions by the bidder for other than violation of code of integrity, for the reason like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, etc.

## **II. Information and conditions:**

6. The tender document consisting of specifications, schedule of and set of terms and conditions of the contract to be complied with and other necessary documents. All the documents will form part of agreement after award of work to successful bidder.
7. The department reserves the right to accept/ reject any prospective application without assigning any reason thereof.

8. Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith. However, tenders with unconditional rebate will be accepted.
  9. Tenders will be received up to time & date as mentioned in the NIT details above and will be opened on the time & date as mentioned in the NIT details above. The receipt of EMD will be checked first. If found in order, the Tender will be opened.
  10. No modifications in the tender shall be allowed after the opening.
  11. After opening of tender, the credentials submitted by the bidder will be verified with respect to their eligibility for the work as stipulated in tender.
- Note: During tender evaluation, missing documents if any, can be asked for submission.
12. The EMDs of the unsuccessful bidders will be returned without any interest only after the award of contract.
  13. 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 IGCAR as per applicable rule. The department reserves the right to verify the particulars furnished by the applicant independently.
  14. Tender will be kept valid for **60 (Sixty)** days from the last date of closing of tender.
  15. If any tenderer withdraws his tender within the validity period and before award of work whichever is earlier or make any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall without prejudice to any right or remedy, be at liberty to forfeit 50 % (Fifty Percent) of the Earnest Money absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.
  16. Contractor must ensure to quote rate of each item.
  17. 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 within a period of 15 days from the date of issue of Letter of Intent /Letter of Acceptance, in one of the following forms i.e. Deposit at Call Receipt/Bankers Cheque /Demand Draft or Fixed Deposit Receipt (FDR) of a scheduled Bank or an irrevocable bank guarantee bond of any scheduled bank in the prescribed form drawn in favour of **Pay & Accounts Officer, IGCAR, Kalpakkam**. Earnest Money deposited along with bid will be returned after receiving Performance Guarantee.
  18. 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.
  19. 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 2.5 % [Two and half Percent] of the gross amount of the bill from each running/final bill.

20. Bidder should have valid ESI & EPF registration and furnish the certificate of registration with EPFO and ESIC, for bidder's eligibility and qualification. The 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.

21. Bidders who do not have valid GST certificate as on the last date 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.

22. **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.**

23. **Labour Welfare CESS (wherever applicable) , Income Tax and TDS on GST as applicable from time to time, shall be deducted from each bill and deducted value will be remitted to the concerned tax authorities. Any other taxes /cess as per Government directives from time to time, shall be deducted from each bill paid to the contractor.**

24. Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.


25. Documentary evidence of adequate financial standing shall be furnished.

26. Tenderer may please intimate their Bank Account Number, IFSC code, Branch details so as to enable the department for payments through Bank.

27. Qualification and experience of personnel proposed for the contract shall be intimated.

28. Information regarding any litigation, current or during the last seven years, in which the bidder is involved, the parties concerned and disbursed amount, shall be submitted .

29. **Director, SQRMG, IGCAR, 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 tender conditions is not fulfilled, shall be summarily rejected.**

 13/1/2024.

**Director, SQRMG, IGCAR,  
For and on behalf of the President of India**