

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
INDIRAGANDHI CENTRE FOR ATOMIC RESEARCH
REACTOR FACILITIES GROU
REACTOR OPERATION DIVISION
Kalpakkam – 603 102

1. Online Percentage rate tenders through [Facility Management Service (Lump sum based)] **GeM** Portal, in TWO parts are invited for and on behalf of the President of India by **the Chief Engineer / the Director RFG**, 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, and their details are given below:

Tender No.: IGC/TS /HK/2024/15484

<i>Name of work</i>	Housekeeping and maintenance services of all buildings in RFG including Training centre
<i>Period of Contract</i>	2 Years (Two years). The contract may be extended for a further period of one year or part thereof on mutual consent.
<i>Estimated Cost</i>	Rs. 7647193.00/-(including 18% GST)
<i>Earnest Money Deposit</i>	<p>Rs.152944/-(Rupees one Lakh fifty two thousand nine hundred and forty four only) in the form of Deposit at Call receipt or Demand Draft / Bankers Cheque/ Pay Order /FDR drawn in favour of PAY & ACCOUNTS OFFICER, IGCAR,KALPAKKAM payable at Kalpakkam. Insurance Surety Bond will also be accepted. Cash, Cheque, Bank Guarantee for Earnest Money deposit will not be accepted.</p> <p>Micro and small firms registered as MSME and sellers exempted from furnishing EMD as per GeM GTC are exempted from EMD. Service providers under MSE category registered as 'Employment activities(78)' or 'Services to buildings & landscape activities(81)' are only eligible for exemption. However, they are required to furnish the MSME certificate/ proof of exemption instead of EMD.</p>
<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

Dates of availability of Tender Documents for view, download and submit	<p>From 29/04/2025 (09:00 Hours) to 14/05/2025 (14:00 Hours)</p> <p>To Download – please visit GeM website on: https://gem.gov.in</p> <p>Detailed NIT is also available on website www.igcar.gov.in for view only.</p>
<p><i>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. <u>Only agencies who have registered in the above mentioned web portal can participate in e-tender.</u> Detailed NIT is also available on website www.igcar.gov.in for view only.</i></p>	
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.</p> <p>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 & Time of pre-bid clarification if any, sent by bidder	<p>The bidders are requested to send their Pre-bid clarifications / queries by not later than 14:00 Hours on 14/05/2025 to Mail id: tmani@igcar.gov.in/sethu@igcar.gov.in (Phone No. 44-27480500 – Extn.: 26392, 26301, 26182)</p>
Last date and time of closing of online submission of tenders (Bid end date):	14/05/2025 (14:00 Hours)

Last date for submission of Original DD/BC/FDR etc. towards EMD.	<p>20/05/2025 (14:00 Hours), (excluding Saturday, Sunday and holidays) at The office of the Director, RFG, IGCAR, KALPAKKAM 603102, Chengalpattu District. (Contact Phone No. 044-27480500 Extn: 26301/26392/26182). The tenderer shall be required to submit the Earnest Money in a sealed envelope marked 'Earnest Money.'</p> <p>Please note that, EMD shall be submitted in a sealed envelope clearly mentioning the Unit name <u>IGCAR</u>, Tender number & Name of work in a cover without fail.</p> <p>However, documents sent by post or courier will also be considered provided the same is received within due date & time.</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 Part-I (Technical Bid)	23/05/2025 (15:30 Hours), at The office of the Director, RFG, IGCAR, KALPAKKAM 603102, Chengalpattu District.
Period of verification of credentials for evaluation.	<p>26/05/2025 to 06/06/2025 (excluding Saturday, Sunday and holidays)</p> <p>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.</p>
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.
Opening of Financial Bids of qualified bidders	Bidder shall check on GeM after Evaluation of Part-I Technical bid.
Period of validity of bid	The tender submitted by tenderer shall remain valid for acceptance for a period of 120 (One Hundred and Twenty) days from the date of opening of the tender.
Financial Bid/ Price Bid Breakup	The Bidders may note that, lump sum 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 as well as if there is any difference in the format of the price-bid uploaded in the Gem portal, the tender will be summarily rejected.
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Note: Corrigendum/ Addendum/ Amendments if any shall be hosted on IGCAR/ GeM websites only. Bidders are requested to visit the website regularly.

1.1. ELIGIBILITY CRITERIA

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

(a) Similar Works:-

The bidder must have experience of successfully executed/completed similar services over last three years (i.e., the current financial year and the last three financial years (ending month of March prior to the bid opening): -

Three similar completed services costing not less than the amount equal to 40% of the estimated cost, **[or]**

Two similar completed services costing not less than the amount equal to 60% of the estimated cost, **[or]**

One similar completed service costing 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 “Housekeeping and sanitation services in Office/Industrial/residential buildings/Public buildings”.

NOTE- (a):

- (i). Eligible similar nature of work 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 work done under private sector, the completion certificate shall be supported with the copies of Tax Credit Statement (Form 26AS).**
- (iv). 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) Financial Eligibility: -

Average annual financial turnover of the agency during the last three years, ending 31/03/2024, shall be **at least Rs 22,94,158.00 (Rupees twenty two lakh ninety four thousand one hundred and fifty eight only). 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. **Service providers under MSE category registered as 'Employment activities (78)' or 'Services to buildings & landscape activities(81)' are only eligible for exemption.**

(c) The bidder shall also have the following eligibility criteria:

- (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):

- (i). Bidders debarred for bidding in any of the DAE units are not eligible to participate in the tender.
- (ii). 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.
- (iii). The bidder shall provide 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 RFG /IGCAR Premises.
- (iv). Joint Ventures (JV) are not permitted;
- (v). Each bidder shall submit only one bid.
- (vi). 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.

Even though the bidder may have satisfied the above requirements, he would be liable to disqualification if he has:

- 1) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures submitted with the tender.
- 2) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weakness etc.

- 3) 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.
- 4) 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 **RFG/IGCAR** as per applicable rule.
- 5) Firms be debarred for a period of two years or more if it is determined that the bidder has breached the code of integrity as per Rule 175 and Rule 151 of GFR 2017.
- 6) Firms be debarred for a period of two years or more 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., or received any show cause notices for the poor quality of work, deficiency in supply of man powers or materials or terminated the contract before the actual completion of work due to poor quality of work, non supply of man power or materials.

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 favor 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, 2021-2022, 2022-2023, and 2023-2024.
- 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) Address Proof for Bidders Zonal/ Registered Office.
- r) Scanned copy of the following duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and originals shall be submitted during the period of verification of credentials: -
 - i. Annexure III – Declaration by the Bidder
 - ii. Annexure IV – Undertaking by the Bidder
 - iii. Annexure V – Letter of Transmittal
 - iv. Annexure VI: Tender Acceptance Letter
 - v. Annexure VII – Letter to Bank

1.3. ADDITIONAL INSTRUCTIONS TO THE BIDDERS

- a) **REACTOR FACILITIES GROUP/ IGCAR, 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) Information and Instructions for tenderers posted on website shall form of tender document.
- c) **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.**
- d) Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of services carried out by them.
- e) 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 **REACTOR FACILITIES GROUP/ IGCAR**. The department reserves the right to verify the particulars furnished by the applicant independently.
- f) In case of successful tenderer, the tenderer is required to deposit an amount equal to 3% of the tendered value of the contract as irrevocable performance guarantee in the form of bank guarantee from any of the scheduled bank or by demand draft from State bank of India or Canara Bank drawn in favour of **Pay & Accounts Officer, IGCAR, Kalpakkam** payable at Kalpakkam within a period of 15 days of issue of letter of intent.

The GeM Contract Order and letter of award of work will be issued 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.

- g) 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.
- h) Tender will be kept valid for **120 (One Hundred and twenty)** days from the date of opening of the tender.
- i) No modifications in the tender shall be allowed after opening Part –I bid.
- j) After opening of Part-I (Technical Bid) of tender, The Director RFG or his authorised representative may constitute a Technical Evaluation Committee which will first verify the online credentials submitted by the bidder with respect to their eligibility for the work. Short listing of bidders shall be subject to thorough verification of bidder's credentials and inspection, if any carried out. The Part-II (Financial Bid) of the qualified tenderers shall then be opened after part I evaluation at GeM. The bidder shall check the Part II opening after Evaluation of Part-I Technical bid on the GeM Portal website.

Note: During technical evaluation, missing documents if any required, can be asked by committee for submission.

- k) The EMDs of the unsuccessful bidders will be returned without any interest only after publishing financial evaluation status of bidders on GeM portal.
- l) Bidders are requested to note that, they should necessarily submit their price breakup/financial bid in the format provided and no other format is acceptable. The price breakup is given as a standard BoQ format, bidders are required to download the BoQ file, open it and complete the Yellow 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 print the same. The printed price breakup should be signed, scanned and uploaded as pdf file. If there is any difference between quoted lump sum amount (GeM offer price) and the uploaded price breakup-total value, then the bid will be summarily rejected.**
- m) GST, VDA, Bonus and employer's contribution to EPF& ESI as per extant government orders shall be paid by the contractor which shall be reimbursed on production of documentary evidence. GST will be paid on submission of the original tax invoice.
- n) Workman compensation policy 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.
- o) Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- p) If the bidder is submitting the financial bid along with technical bid, such bid will be

Summarily rejected.

- q) Bids submitted with any conditions including bids with conditional rebate in price shall be summarily rejected
- r) Information regarding litigation, exclusion orders and expulsion or block entry if any shall be furnished along with the bid.
- s) **The Director RFG** 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.


25/4/25

The Chief Engineer / The Director RFG

For and on behalf of the President of India

एस. श्रीधर / S. SRIDHAR
उत्कृष्ट वैज्ञानिक एवं निदेशक
Outstanding Scientist & Director
रिएक्टर सुविधा समूह / Reactor Facilities Group
इगांपन्नकें, कल्याकम / IGCAR, Kalpakkam-603 102.