



GOVERNMENT OF INDIA  
DEPARTMENT OF ATOMIC ENERGY  
INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH  
ENGINEERING SERVICES GROUP  
KALPAKKAM - 603102

**Tender Document**  
**Additional Terms & Conditions (ATC)**

for

**Providing Housekeeping services in Engineering Services  
Group Buildings in Indira Gandhi Centre for Atomic  
Research, Kalpakkam**

**Tender No – IGC/ESG/CWD/T-01/2025**

**Tender No: IGC/ESG/CWD/T-01/2025**

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## SECTION – I

Government of India  
Department of Atomic Energy  
Indira Gandhi Centre for Atomic Research  
Engineering Services Group  
**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 **Director, IGCAR, 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. IGC/ESG/CWD/T-01/2025

<i>Name of work</i>	<b>Providing Housekeeping services in Engineering Services Group Buildings in Indira Gandhi Centre for Atomic Research, Kalpakkam during the year 2026-2027.</b>
<i>Period of Contract</i>	<b>12 (Twelve) Months.</b>
<i>Estimated Cost</i>	<b>Rs. 72.86 Lakhs /- (including GST)</b>
<i>Earnest Money Deposit</i>	<b>Rs. 1,45,720 /- (Rupees One Lakh Forty-Five Thousand Seven Hundred and Twenty)</b> 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. <b>Cash, Cheque, Bank Guarantee for Earnest Money deposit will not be accepted.</b>  <b>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 &amp; landscape activities (81)' are only eligible for exemption. Manufacturers for goods and Traders as Major Activity are excluded from the purview of this exemption.</b>  <b>However, they are required to furnish the MSME certificate/ concerned proof of certification instead of EMD at GeM Portal.</b>
<i>Security Deposit</i>	<b>2.5% of tendered value</b>

Performance Guarantee	<b>3% of tendered value</b>
Cost of Tender Document	<b>Nil</b>
Tender processing fee	As applicable
Dates of availability of Tender Documents for view, download and submit	<p><b>From 18/03/2026 (9:00 Hours) to 01/04/2026 (15:00 Hours)</b></p> <p>To Download – please visit GeM website on: <a href="https://gem.gov.in">https://gem.gov.in</a></p> <p>Detailed NIT is also available on website <a href="http://www.igcar.gov.in">www.igcar.gov.in</a> for view only.</p>
<p><b><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. Only agencies who have registered in the above mentioned web portal can participate in e-tender. Detailed NIT is also available on website <a href="http://www.igcar.gov.in">www.igcar.gov.in</a> for view only.</i></b></p>	
Free viewing of Tender Documents in PDF format.	Search on Website <a href="http://www.gem.gov.in">www.gem.gov.in</a> . 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 <a href="http://www.gem.gov.in">www.gem.gov.in</a> with your User ID &amp; Password.</p> <p>Click on “<b>Bids</b>” button; then Click on “<b>List of Bids</b>”; Click on “<b>Search</b>” 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 <a href="https://gem.gov.in/contactUs">https://gem.gov.in/contactUs</a> for any queries.</p>
Last date & Time of prebid clarification if any, sent by bidder	<p>The bidders are requested to send their Pre-bid clarifications / queries by not later than <b>14:00 Hours on 25/03/2026</b> to Mail id <a href="mailto:ncm@igcar.gov.in">ncm@igcar.gov.in</a>, <a href="mailto:sankmec@igcar.gov.in">sankmec@igcar.gov.in</a> &amp; <a href="mailto:praveen@igcar.gov.in">praveen@igcar.gov.in</a> (Phone No. 44-27480500 – Extn: 21526, 22796, 22472)</p>
Last date and time of closing of online submission of tenders (Bid end date):	<b>01/04/2026 (15:00 Hours)</b>

<p>Last date for submission of Original DD/BC/FDR etc. towards EMD.</p>	<p><b>01/04/2026 (15:00 Hours)</b>, at <b>Central Workshop Division, IGCAR, Kalpakkam – 603 102, Chengalpattu District. (Phone No. 44-27480500 – Extn: 21526, 22796, 22472)</b>. The tenderer shall be required to submit the Earnest Money in a sealed envelope marked '<b>Earnest Money.</b>'.</p> <p><b>Please note that, EMD shall be submitted in a sealed envelope clearly mentioning the Unit name <u>IGCAR</u>, 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>If a tenderer fails to submit original <i>DD/BC/ PO/DR/ Insurance Surety Bond</i> within the prescribed period as mentioned above, those tender will be summarily rejected.</b></p>
<p>Date and Time of online opening of Part-I (Technical Bid)</p>	<p><b>01/04/2026 (15:30 Hours)</b>, at <b>the Room No. 407, Accounts building, IGCAR, Kalpakkam.</b></p>
<p>Period of verification of credentials for evaluation.</p>	<p><b>02/04/2026 to 09/04/2026 [Except 03/04/2026, 04/04/2026 and 05/04/2026]</b></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>
<p>Evaluation of Part-I (Technical bid)</p>	<p>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.</p>
<p>Opening of Financial Bids of qualified bidders</p>	<p>Bidder shall check on GeM after Evaluation of Part-I Technical bid.</p>
<p>Period of validity of bid</p>	<p>The tender submitted by tenderer shall remain valid for acceptance for a period of <b>120 (One Hundred and Twenty) days</b> from the date of opening of the tender.</p>

Financial Bid/ Price Bid Breakup	<p>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 &amp; stamped.</p> <p>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.</p>
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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 50% 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 or 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 **31/03/2025**, shall be **at least Rs 22.00 Lakhs (Rupees Twenty-Two lakhs 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.** Manufacturers for goods and Traders as Major Activity are excluded from the purview of this 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.
- (iv). **Availability of Office of Service Provider:** An office of the Service Provider must be located within 20 km distance in and around Kalpakkam. The bidder must give an undertaking that, "I/we will establish a Local/ Zonal office within 20 Km distance in and around Kalpakkam, within 15 days of award of contract, failing which suitable action shall be initiated by EIC".

**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 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 IGCAR as per applicable rule.
- 5) 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.
- 6) 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.,

## **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 **2022-2023, 2023-2024, 2024-2025.**
- 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.

### **1.3. ADDITIONAL INSTRUCTIONS TO THE BIDDERS**

- a) IGCAR, DAE, Kalpakkam is located 85 km 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](http://www.gem.gov.in), are required to get registered for e-tendering mode. Registered contractors only can submit / upload tenders.
- d) "Bidders may please note that GeM is identifying and displaying the IP addresses used by the Buyer and the Bidder(s). If the received bids have matching/common IP address between Bidder(s) and Buyer, such bids shall be outrightly rejected and shall not be considered for further evaluation. If the received bids have matching/common IP address among the Bidder(s), the buyer reserves the right to seek clarification. If the clarification is not satisfactory or not received, such bids shall be outrightly rejected & shall not be considered for further evaluation"
- e) Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of services carried out by them.
- f) 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. The department reserves the right to verify the particulars furnished by the applicant independently.
- g) 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 the same shall be submitted during the period of technical evaluation: -
- i. Annexure I – Technical Bid information's
  - ii. Annexure II – Bidder Financial Information's
  - iii. Annexure III – Declaration by the Bidder
  - iv. Annexure IV – Undertaking by the Bidder
  - v. Annexure V – Letter of Transmittal
  - vi. Annexure VI – Tender Acceptance Letter
  - vii. Annexure VII – Letter to Bank

**Note:** During technical evaluation, above missing documents if any, can be asked for submission. **Failing to upload the documents will result in disqualification of technical bid.**

- h) 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.
- i) **The letter of award of work (GeM Contract Order)** 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.

- 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) Tender will be kept valid for **120 (One Hundred and twenty)** days from the date of opening of the tender.
- l) No modifications in the tender shall be allowed after opening Part –I bid.
- m) After opening of Part-I (Technical Bid) of tender, Director, IGCAR 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.

- n) The EMDs of the unsuccessful bidders will be returned without any interest only after publishing financial evaluation status of bidders on GeM portal.
- o) 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 (excel sheet), 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.**
- p) 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.
- q) 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.
- r) Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- s) If the bidder is submitting the financial bid along with technical bid, such bid will be summarily rejected.

- t) Bids submitted with any conditions including bids with conditional rebate in price shall be summarily rejected
- u) Information regarding litigation, exclusion orders and expulsion or block entry if any shall be furnished along with the bid.
- v) Eligible source countries: Any Bidder, from a country which shares a land border with India must comply to the Order (Public Procurement No.1) & Order (Public Procurement No. 2) issued by Public Procurement Division, Department of Expenditure, ministry of Finance, Government of India vide F. No. 6/18/2019-PPD dated 23.07.2020 and its addendum from time to time. Also, the bidder shall provide an undertaking as per Para – 11 of Annexure - IV. If such declaration or certificate is found to be false or to be incorrect at any time of submission of Bid or after awarding the Contract then, the said Contract will be terminated, along with such other actions as may be permissible under the relevant law of India.
- w) Bidder shall submit undertaking as per Para-12 of Annexure-IV for Compliance of MII Order 2017. If such declaration or Certificate is found to be false or to be incorrect at any time of submission of Bid or after awarding the Contract then, the said Contract will be terminated, along with such other actions as may be permissible under the relevant law of India.
- x) **Director, 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 prescribed conditions is not fulfilled, shall be summarily rejected.

LL  
16/3/26

**Director, IGCAR**

For and on behalf of the President of India

