



**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH
SAFETY, QUALITY & RESOURCE MANAGEMENT GROUP
KALPAKKAM – 603 102**

Tender Document

[Additional Terms & Conditions (ATC)]

For

**Housekeeping services in Training Section Building of
SQRMG, IGCAR, Kalpakkam.**

Tender No: IGC/SQRMG/TS/2026/HK/01

TABLE OF CONTENTS

Section No.	Description	Page Nos.
I	Notice Inviting Tender	3 to 11
	Annexure I – Technical Bid	12 to 14
	Annexure II – Form 'A': Financial Information	15
	Annexure III – Declaration by the Bidder	16
	Annexure IV – Undertaking by the Bidder	17 to 18
	Annexure V – Letter of Transmittal	19
	Annexure VI – Tender Acceptance Letter	20
	Annexure VII – Letter to Bank	21
II	Scope of Work	23 to 32
III	Instruction and Guidance to Tenderer	33 to 34
IV	General Conditions of the Contract	35
V	Special Conditions of the Contract	36 to 48
VI	Annexure A - Financial Bid for view	49 to 51
	Annexure B - Form of Performance Guarantee (Bank Guarantee) Bond	52 to 53

**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH
SAFETY, QUALITY & RESOURCE MANAGEMENT GROUP
KALPAKKAM – 603 102**

I. NIT Details:

1.1 Online *Percentage rate tender [Facility Management Service (Lump sum based)]*, in TWO parts are invited for and on behalf of the President of India by the **Associate Director, SQRMG, IGCAR, For and on behalf of the President of India, Kalpakkam, Chengalpattu District, Tamil Nadu – 603 102**, from agencies who are meeting the conditions as stipulated in this NIT, as per the details given below:

Tender No. IGC/SQRMG/TS/2026/HK/01

i) <i>NIT No.</i>	<u>IGC/SQRMG/TS/2026/HK/01</u>
ii) <i>Name of work</i>	Housekeeping services in Training Section Building of SQRMG, IGCAR, Kalpakkam
iii) <i>Estimated Cost put to tender</i>	Rs. 25,86,886/- (Rupees Twenty-five lakh eighty-six thousand eight hundred eighty-six only) (Inclusive of 18% GST)
iv) <i>Completion period</i>	24 (Twenty-Four) Months
v) <i>Earnest Money Deposit</i>	<p>Rs. 51738/- (Rupees Fifty-one thousand seven hundred thirty-eight rupees 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 Pay and Accounts Officer, IGCAR, Kalpakkam payable at Kalpakkam</p> <p>Cash, Cheque, bank guarantee for Earnest Money deposit will not be accepted.</p> <p>‘All Micro and small enterprises (MSE’s) registered under MSME’ and ‘GeM GTC categorised EMD exempted service providers’ are exempted from EMD.</p> <p>However, they are required to furnish the MSME certificate/ concerned proof of certification instead of EMD at GeM Portal. Manufacturers for goods and Traders as Major Activity are excluded from the purview of this exemption.</p>
vi) <i>Cost of tender document</i>	NIL
vii) <i>Tender processing fee</i>	As applicable

viii) Security Deposit	2.5 % of tendered value
ix) Performance Guarantee	3 % of tendered value
x) Dates of availability of Tender Documents for view, download and submit	<p>From 23/06/2026 to 03/07/2026(14:00hrs)</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>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.</p>	
xi) Free viewing of Tender Documents in PDF format.	Search on Website https://gem.gov.in If interested in participating in the tender, download tender details as under.
xii) Purchase of tender Documents in Excel Format for participation in tendering.	<p>Login in the Home page of the website https://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>
xiii) Last date & Time of pre bid clarification if any, sent by bidder	The bidders are requested to send their Pre-bid clarifications / queries by not later than 14:00 Hours on 30/06/2026 to Mail id – smkr@igcar.gov.in / meenachi@igcar.gov.in/ (Phone No. 44-27480500 – Extn: 21257, 21265)
xiv) Last date and time of closing of online submission of tenders (Bid end date):	03/07/2026 (14:00 Hours)

<p>xv) Last date and time for submission of Original EMD</p>	<p>On or before 03/07/2026 (14:00 Hours) at Office Training Section, PHRMD, SQRMG, IGCAR, Kalpakkam – 603 102, Chengalpattu District. (Contact Phone No. 044-27480500 Extn: 21257 / 21265). 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 IGCAR, 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 the tenderer fails to submit original DD/BC/PO/DR etc., within the prescribed period as mentioned above those tenders will be summarily rejected.</p>
<p>xvi) Date and time of online opening of Part-I (Technical Bid)</p>	<p>03/07/2026 (14:30 Hours) at the office of PHRMD, SQRMG IGCAR Kalpakkam</p>
<p>xvii) Period of verification of credentials for evaluation.</p>	<p>04/07/2026 to 09/07/2026 (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. For outstation bidders who have difficulty in appearing in person original notary certified documents can be submitted by registered post. If the tenderers fail to submit original credential for verification, within the prescribed period as mentioned above those tenders will be summarily rejected.</p>
<p>xviii) Evaluation of Part-I (Technical bid)</p>	<p>Part-I evaluation will be done based on credentials submitted by the bidders for opening Part-II (Financial Bid). Inspection of eligible works will be carried out by Technical Evaluation Committee, if necessary.</p>
<p>xix) Date of opening of Financial Bids of qualified bidders</p>	<p>Date and time will be notified later. Bidder shall check on GeM after Evaluation of Part-I Technical bid.</p>
<p>xx) Minimum Bid / Offer validity period required</p>	<p>120 Days from bid submission closing date</p>
<p>xxi) Financial Bid/ Price Breakup</p>	<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 & 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>

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

II. Eligibility Criteria:

1.2. 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)

- 1) Three similar completed services costing not less than the amount equal to 40% of the estimated cost, **[or]**
- 2) Two similar completed services costing not less than the amount equal to 50% of the estimated cost, **[or]**
- 3) 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 31/03/2025, shall be **at least Rs. 8 Lakhs (Eight 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. **Service providers under MSE category registered as 'as per NIT' 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):

- (a) Bidders debarred for bidding in any of the DAE units are not eligible to participate in the tender.
- (b) 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.
- (c) 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 / Township Premises.
- (d) Joint Ventures (JV) are not permitted;
- (e) Each bidder shall submit only one bid.
- (f) 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 OIC".
- (g) The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like minimum wages, bonus, EPF, ESI 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 any bidder may satisfy the above requirements, the bidder would be liable to disqualify/ debarred if the bidder has: -

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- ii. 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.

- iii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.,
- iv. 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.
- v. 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.
- vi. 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.,

1.3. 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;
- (f) GST registration certificate;
- (g) Proof of experience in similar services as asked in para. 1.2. (a);
- (h) Proof of Average annual financial turnover as asked in para. 1.2. (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 and 2024-2025.
- (j) Bank Account details;

- (k) Authority to seek references from the bidder's bankers;
- (l) 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.
- (m) Declaration by the bidder, Checklist and Undertakings.
- (n) Micro or Small Enterprise certificate in case of MSE.
- (o) Employees Provident Fund Organization (EPFO) and Employees State Insurance Corporation (ESIC) Certificates of Registration.

III. Additional instructions to bidders:

- 1.4. IGCAR, DAE, Kalpakkam is located 85 kms away from Chennai. The site is accessible by road from Chennai via Chengalpattu, Thirukalukundram and also via Mamallapuram by East Coast Road (ECR).
- 1.5. Information and Instructions for tenderers posted on website shall form of tender document.
- 1.6. **Those contractors not registered on the website <https://gem.gov.in>, are required to get registered for e-tendering mode. Registered contractors only can submit / upload tenders.**
- 1.7. Shortlisting of the agencies shall be subject to thorough verification of their credentials and inspection of services carried out by them.
- 1.8. 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.
- 1.9. 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
- 1.10. 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 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.

- 1.11. 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.
 - 1.12. Tender will be kept valid for **120 (One hundred and twenty)** days from the last date of closing of online submission of tender.
 - 1.13. No modifications in the tender shall be allowed after opening Part –I bid.
 - 1.14. After opening of Part-I (Technical Bid) of tender, **Associate Director, SQRMG, 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 at notified date and time. Date of opening of Part-II (Financial Bid) will be intimated to all bidders through the GeM Portal website.
- Note: During technical evaluation, missing documents if any, can be asked by committee for submission.
- 1.15. The EMDs of the unsuccessful bidders will be returned without any interest only after publishing financial evaluation status of bidders on GeM portal.
 - 1.16. 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 and the uploaded price breakup, then the bid will be summarily rejected.**

- 1.17. 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.

- 1.18. 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.
- 1.19. Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- 1.20. **If the bidder is submitting the financial bid along with technical bid, such bid will be summarily rejected.**
- 1.21. **Bidders may please note that GeM is capturing and showing the IP addresses used by the Buyer and the Bidder(s). If the received bids having 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 having matching/common IP address among the Bidder(s), the buyer reserves the right to seek clarification. If the clarification is not received or not satisfactory, such bids shall be outrightly rejected & shall not be considered for further evaluation.**
- 1.22. Bids submitted with any conditions including bids with conditional rebate in price shall be summarily rejected
- 1.23. Information regarding litigation, exclusion orders and expulsion or block entry if any shall be furnished along with the bid.
- 1.24. **Associate 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 prescribed conditions is not fulfilled shall be summarily rejected.

Handwritten signature
Associate Director, SQRMG, IGCAR
For and on behalf of the President of India

डॉ. विद्या सुंदरराजन / Dr. VIDHYA SUNDARARAJAN
सह निदेशक / Associate Director
सुरक्षा, गुणवत्ता एवं संसाधन प्रबंधन समूह
Safety, Quality & Resource Management Group
इंदिरा गांधी परमाणु अनुसंधान केंद्र
Indira Gandhi Centre for Atomic Research
कल्पाककम / Kalpakkam - 603 102.