

भारत सरकार
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**CONSTRUCTION AND MAINTENANCE GROUP
NOTICE INVITING e-TENDER**

Tender Notice No. NRSC/CMG/NIT/7021/ET/86/2017-18, Dt. 15.12.2017

1. On Behalf of the President of India, sealed, item-rate tenders are invited for the following work.

Sl.No	Description	Details
1.	Title of work	Temporary and part time contract for mechanized house keeping , area cleaning and guest room services in Guest house – I & II of NRSC Balanagar campus.
2.	Estimated cost put to tender	Rs. 123.36 lakhs (for two years period)
3.	Period of completion in months reckoned from the 15th day of date of issue of work order.	2 years * (24 months) <i>* Initially for one year period and extendable for balance period on satisfactory performance</i>
5.	Period during which the tender document can be downloaded	From 20.12.2017 to 02.01.2018
6.	Clarifications on	From 20.12.2017 to 03.01.2018 upto 15:00 hrs
7.	Last date and time for receipt of tenders.	Up to 16:00 hrs on 08.01.2018
8.	Due date and time of opening of tenders.	15:00 hrs on 11.01.2018.
9.	Earnest money deposit (EMD)	Rs. 2,46,720/-

2. Eligibility Criteria for Issue of Tender Documents –

Tender documents will be issued only to those who satisfy the following eligibility criteria:

Sl. No	Eligibility Criteria	Documentary proof for the eligibility (Self attested copies to be submitted)
a.	Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of bids. i. Three similar works each costing not less than 40% of the estimated cost (i.e. Rs. 49.34 Lakhs) (or) ii. Two similar works each costing not less than 60% of the estimated cost (i.e. Rs. 74.02 Lakhs) (or) iii. One similar work costing not less than 80% of the estimated cost (i.e. Rs. 98.69 Lakhs).	i. Certified copy of work orders and completion certificates issued by the authority concerned to establish work experience. ii. Completion certificates for works issued by Private parties shall be supported by TDS (Tax Deducted at Source) certificates and Completion & Experience certificates issued by Clients indicating the nature of work, value of work carried out and period of contract shall be furnished.

b	Shall possess valid (a) EPF & ESI registrations (b) GST Registration (c) Labour License issued by Central Labour Commissioner.	i. Certificate copies issued by concerned authorities shall be furnished.
c	Shall be a registered company. and shall be an ISO certified company with valid ISO registration	ii. Certificate copies issued by concerned authorities shall be furnished.
d	The agency shall have full- fledged establishment for carrying out similar nature maintenance contracts in Institutions/ Corporate offices/ Govt. Organizations	iii. Self attested credentials /documents organization chart/ list equipments etc., shall be furnished.
	Note: i. Similar work shall mean works of “Providing mechanized house keeping services to building campuses of Institutions, guest houses, hotels, Banks, MNCs, etc “ ii. 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 bids .	
e.	Should have had average annual financial turnover not less than Rs. 37.00 Lakhs during the last three years ending March ‘2017	Certified copy from chartered Accountant for the Annual financial turnover and balance sheet showing Profit & Loss.
g.	Should not have incurred any loss in more than two years during the last five years ending 31st March.2017.	
h.	Should have a solvency of Rs.49.35 Lakhs	Certified copy of current solvency certificate not earlier than 01.04.2017 from any Scheduled Bank.

3. **“The tender document may be downloaded from e-Tendering website www.tenderwizard.com/ISRO ‘.** Downloading of tender documents alone will not make a tenderer eligible for participating in the bidding. The documents uploaded by the tenderers will be subjected to verification subsequently by Department. If found not meeting the requirement, such offers will be rejected.

4. a. Tenders should be accompanied with Earnest Money Deposit for value specified in Para 1 above, in the form of Deposit at Call receipt/ Term Deposit Receipt of any Scheduled Bank of **Pay & Accounts officer NRSC, Hyderabad** (or) in the form of Bank guarantee issued by a scheduled bank. Earnest Money Deposit shall be valid for **180 days** from the due date of receipt of tenders. In case EMD in the form of DD is furnished, the same will be encashed immediately on opening of tenders and refund of EMD for unsuccessful tenderers will be made through Cheque / electronically by the Department.

b. The MSME units claiming exemption of Tender cost/ EMD should submit MSME UDYOG ADHAR MEMORANDUM along with registration certificate issued by District Industries Centre (DIC) / Khadi & Industries board (KVIB)/ Coir board / National small industries commission (NSIC)/ Directorate of Handicrafts and handlooms or any other body specified by Ministry of MSME. The memorandum/certificate shall clearly indicate

the monetary limit and shall be valid as on due date / extended due date of the tender. Also it should cover the items tendered to get EMD/Tender fee exemptions.

5. Tenders will be opened at the Office of the Group Head/ Head, Construction and Maintenance Group/ Division on the stipulated date and time specified in Para 1 above.

6. a) Original instrument of EMD shall be submitted to the office of the Group Head/ Head, Construction and Maintenance Group/ Division on or before due date and time of opening of tender. If valid EMD is not received on or before due date and time of opening of tender, the tender offer shall be summarily rejected.

b) The MSME units claiming exemption of Tender cost/ EMD should submit attested hard copy of MSME UDYOG ADHAR MEMORANDUM along with registration certificate as indicated in para 4 (b) above.

The hard copy of above memorandum / certificate shall be submitted to the office of the Group Head/ Head, Construction and Maintenance Group/ Division on or before due date and time of opening of tender. If hard copy is not received on or before due date and time of opening of tender, the tender offer shall be summarily rejected.

7. On the due date of opening, the Technical & Commercial bid of those tenderers who furnished valid EMD only will be opened. On opening of Technical & commercial bid, further detailed scrutiny / evaluation will be carried out. During the evaluation of techno-commercial bids, the documents furnished by the tenderers will be scrutinized in detail. Inspection of the establishment of the agency / works executed by the agency including feedback from clients shall be obtained, if required during evaluation process. Any tender, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing. The price bid of only those tenderers who have been qualified during the scrutiny and technical evaluation will be opened separately on a specified date (with due intimation to the qualified bidders) and further processed, as per tender procedure/ stipulations.

8. Earnest money of the successful contractor will be converted into Performance guarantee. On completion of the work, the same will be converted as security deposit. In cases of exemption for payment of Earnest money, separate performance guarantee at 2% of the estimated cost put to tender to be submitted immediately on receipt of letter of acceptance/ work order..

9. Intending tenderers may inspect the site before submitting the tenders, with the prior permission of **Group Head CMG, NRSC**

10. The tender accepting authority on behalf of President of India is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

11. The tender accepting authority on behalf of President of India also reserves the right to alter the scope/ or reduce quantum of work before issue of work order and the tenderer shall not have any claim what so ever on this account.
12. The tender accepting authority on behalf of President of India reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
13. Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
14. The tender accepting authority reserves the option to give preferences to the offers in accordance with the policies of the Government from time to time.
15. The contractor shall not be permitted to tender for works in the Division of that particular Centre of the Department responsible for award and execution of contracts for which his/her near relative is working. He/she shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Department of Space. Any breach of this condition by the contractor would render him liable for rejection of tender or cancellation of contract.
16. The tender should be valid for **minimum period of 120 days** from the due date of receipt of the tender specified in Para 1 above. If any tenderer withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% (Fifty Percent) of the Earnest Money Deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.
17. On concluding the tender, an agreement shall be drawn with the successful tenderer.

Group Head, CMG

SELT ATTESTED SCANNED COPY OF THE FOLLOWING DOCUMENTS SHALL BE UPLOADED ALONG WITH TECHNO-COMMERCIAL BID, FAILING WHICH THE TENDERERS ARE LIABLE TO BE REJECTED

1. Work orders issued by the authority concerned to establish work on hand.
2. Completion certificates issued by the authority concerned to establish work experience.
3. Documentary proof for having executed the work of similar nature and comparable magnitude as per the eligibility criteria.
4. Completion certificate for works issued by private parties shall be supported by TDS (Tax Deducted at Source) certificates.
5. PAN/ TAN details.
6. Earnest Money deposit.
7. Company Profile with details.
8. ADDITIONAL Documents, if any.
9. Establishment registration/ ISO organization chart etc.,

IMPORTANT NOTE:-

The original instrument of EMD (CDR/FDR/TDR/BG/DD/ attested copy of MSME UDYOG ADHAR MEMORANDUM along with registration certificate) shall reach “ OFFICE OF GROUP HEAD, CONSTRUCTION AND MAINTENANCE GROUP, NATIONAL REMOTE SENSING CENTRE, DPT. OF SPACE, GOVT. OF INDIA, BALANAGAR, HYDERABAD – 500 037” on or before tender opening date and time as stipulated in e-Tender Notice.

Group Head, CMG