

File No. MOES/5/1/2015-Genl.
GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCE

PRITHVI BHAWAN,
LODHI ROAD, NEW DELHI
Dated: 17/12/2018

Tender Notice For Petty repair Works for Plumbing, CIVIL B/R and sewage cleaning work at MoES New Delhi.

Ministry of Earth Science invites e-Tender on behalf of President of India from firms/Agencies who full fill the minimum eligible criteria given in this tender document. (Bids are to be submitted online only at <http://eprocure.gov.in/eprocure/app>) are invited by the Ministry of Earth Sciences.

This is an e-Tender & Technical & Financial Bids are to be submitted on-line only.

1. Instructions for online Bid submission.
2. Bid securing declaration format are given at Annex. II.
3. Tender acceptance letter are given at Annex. III.
4. Annex. I to be filled in and submitted with the financial bid and Annex. II to III to be filled in and submitted with the technical bid
5. Performa for technical is given at Annex. IV

TWO BID SYSTEMS

E-Tenders are invited for Petty repair Works. As per list attached for a period of **One Year** on the terms and conditions given in this Tender Document. The Bids are invited in **two bid system** i.e. Technical Bid and Financial Bid which are to be submitted on-line separately by 3.00 P.M. on before the 08/01/2019.

In case your firm is interested to undertake the work, you may submit your rates on-line in attached Performa duly completed and signed. The Technical Bid will be opened on 08/01/2019 at 3.30 p.m. on-line in this Ministry. The tenderers or their representatives may be present at the time of opening of the Technical Bids.

The Contract shall be for a period of One Year from the date of award and extendable for further one year subject to continuous satisfactory performance.

EVALUATION OF TECHNICAL BID

The eligibility of vendors and their technical bid will be evaluated on the basis of documents submitted on-line by the vendors in technical Bid. Vendors whose bids satisfy the technical requirements mentioned in the tender document will be shortlisted. **The Financial Bid will be opened on-line only of those Vendors who qualify the Technical Bid.** The firms which qualify the Technical Bid criteria will be informed about the date and time for opening of the Financial Bids.

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TENDER DOCUMENT

Quotation for Petty Works for Plumbing, mason work Including paint & polish.

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Document Control Sheet

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|---|--|
| 1. Open Tender No. | MoES/25/1/2015 –Genl. |
| 2. Name of Organization | MINISTRY OF EARTH SCIENCES |
| 3. Last date and time for downloading Tender document | 07/01/ 2019 (15:00 Hrs) |
| 4. Last Date and Time for online for submission of Bid & submission of EMD (In drop box at this Ministry) | 07/01/2019 (15:00 Hrs) |
| 5. Date and Time of Opening of Technical Bid | 08/01/2019 (15:30 Hrs) |
| 6. Approximate Cost of Work | 20.00 Lakh |
| 7. Address for communication | Director (General Admn.)
MINISTRY OF EARTH SCIENCES
PRITHVI BHAWAN
New Delhi – 110003
Tel. No. 011- 24669510 |

Earnest Money Deposit

1. An Earnest Money deposit (EMD) of Rs.50,000/- (Fifty Thousand Only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR)/ Bankers's Cheque or Bank Guarantee from any of the commercial banks will be required to be submitted along with the Technical Bid. The EMD may be drawn in favour of Drawing and Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi payable at Delhi and MSME Registration. The Bids received without the EMD or valid bid exemption certificate (as per GFR/Govt. instructions) will not be considered for further evaluation will be rejected and MSME Registration will not be considered as valid (No Exemption of EMD will be allow in any case).The EMD of unsuccessful bidders will be returned after award of Contract and the EMD of successful bidders will be returned only after receipt of Performance Security.
2. In place of bid Security (EMD), the firms can be submit a declaration (as per Annexure V) that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids documents or award letter, they will be suspended for the period of 2 years from being eligible to submit bids for contract with this Ministry.

Forfeiture of EMD

The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

No Tender Fees:

The tender can be downloaded from the Ministry website (www.moes.gov.in) or Central Procurement Portal (CPP Portal)(WWW.eprocure.gov.in)

Performance Security:-

1. The successful bidder shall be required to deposit a sum of Rs.2,00,000/- (Rupee Two Lakh only) as Performance Guarantee in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee drawn in favour of DDO, Ministry of Earth Science and payable at New Delhi within 21 days of the issue of award letter. The same would be refunded after 60 days from the successful completion of all the contractual obligation of this Tender/Contract.

Eligibility Criteria:-

- i) The Bidder should have average Annual Turnover of Rs.50 Lakhs during the last three financial years. Copies of Audited statement of accounts or a certificate from chartered accountant may be enclosed.
- ii) The Bidder must have filed Income Tax Return of Last Three financial years. Copies of documentary proof of the same must be enclosed.
- iii) The Bidder must submit an undertaking that they have not been blacklisted by any State/ Central Government/ PSU in India.
- iv) The firm should have successfully completed 1 similar works costing not less than Rs. 12,00,000 /- Lakhs in the last three years.

OR.

Having successfully completed 2 similar works costing not less than Rs.9,00,000/- Lakhs per year in the last three years.

OR.

Having successfully completed 3 similar costing not less than Rs.6,00,000/- Lakhs per year in the last three years.

Note: - Similar work means work relating to repairs works of furniture, plumbing and masonry items in State/ Central Government/ PSU in India.

- v) The Bidder should have experience of working with Government organization during last three years. Copies of work order received from them should be enclosed as proof received along with completion certificate.

Selection Criteria:- The bidder who meets the Eligibility Criteria mentioned above and quotes the overall lowest rate shall be awarded the Tender. In case of tie, the firm which has more experience shall be awarded the contract. The decision of the Tender Committee shall be final in this regard.

Instruction for Financial Bid

- i) **Overall Percentage (above/below) on the CPWD (DSR) rates are to be quoted for supplying and fixing (including labour charges) 2016 in financial bid, excluding taxes as applicable.**
- ii) **Any item which is not listed in CPWD DSR manual will be taken at market rate and contractor profit of 10% on the market rate shall be payable.**

Other Terms & Conditions

1. The bidder should enclose a detailed profile of firm including details of their product and service.
2. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder on each page as a token of acceptance of all Terms & conditions of the Tender Document.
3. The **Ministry reserves the right to reject any quotation** in whole or in part without assigning reason thereof.
4. It may be noted that if a single bidder, who has not quoted L1 prices for all items, is not found then the bidder who has quoted the overall lowest rate will be awarded the Tender.
5. **All material of ISI mark and good quality of services of the repair work are required to be supplied by the Tenders themselves, to the best of satisfaction to this Ministry.**
6. The successful vendor is bound to attend the work/works at Ministry within 6 hours, except emergencies, after being informed by the Ministry.

7. In case the call is not attended by the Contractor within 24 hrs, a penalty of Rs.500/- per day to be decided by the Ministry of Earth Sciences will be levied upon the Contractor after due verification from the user/department.
8. The Successful vendors rates quoted will be valid for two years (i.e. during duration of the contract) The rates will be valid for two years from the date of issue of work order, which can be extended for another two years on the same rates, terms and condition if work is satisfactory. The Ministry of Earth Sciences shall however have the right to terminate the contract at any time without assigning any reason thereof.
9. The work is to be carried out in the premises of the Ministry of Earth Sciences New Delhi. Only such work as cannot be done in the Ministry premises would be allowed to be done outside and no extra charges to be paid by Ministry on account of transportation etc. The material items for repair can be taken outside only on the written permission of the Section Officer (GA) of this Ministry.
10. The Ministry of Earth Sciences can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory; In this respect the decision of the Ministry will be final and binding on the contractor.
11. In the matter of any dispute between the parties regarding the terms and conditions of the contract and execution thereof, the matter shall be referred to Arbitrator(s) as may be decided by the Secretary/JS(A), (MoES) for Arbitration under the Arbitration & Conciliation Act, 1996. The firm or contractor shall not question the decision of arbitrator(s) on the ground that Arbitrator(s) is/are Government Servant(s). The decision of Arbitrator(s) shall be final and binding on the parties.
12. The work is required to be carried out in restricted area, proper passes are to be got made from security officer for workmen/contractor deployed for the same.
13. The tender notice is also available on Ministry's website www.moes.nic.in & on the Central Public Procurement Portal of Government of India at www.eprocure.gov.in.

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Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrollment**" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' /TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option which in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable **and** enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while colored (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 submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

Financial Bid

Annexure-I

Nature of Work : Petty repair work for plumbing civil B/R work, sewage cleaning work at MoES, New Delhi.

Item of Work	Percentage quote above/below CPWD DSR 2016
Petty repair work for plumbing civil B/R work, sewage cleaning work at MoES, New Delhi.	

Date:

(Signature of the Authorized person)

Name:

Designation:

Seal

BID SECURING DECLARATION FORMAT

To,
**The Director,
Ministry of Earth Sciences
Prithvi Bhawan, Lodhi Road
New Delhi - 110003**

Subject: Bid Securing Declaration Format towards tender enquiry No.....

Dear Sir,

On behalf of, we hereby submit a bid securing declaration accepting that if we withdraw or modify our Bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, we can be suspended for a period of two years from being eligible to submit Bids for contracts with this Ministry.

Yours sincerely,

For M/s _____

Signature

Company seal

Name: _____

Designation: _____

Date: _____

TENDER ACCEPTANCE LETTER

Date:

To,
Director (General Administration)
Ministry of Earth Sciences
Prithvi Bhawan
Lodhi Road, New Delhi-110003

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No. MoES/00/00/0000-Genl.

Name of Tender/Work:- Quotation for Petty Works I.e Plumbing, mason work Including paint & polish.

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely www.moes.gov.in or central Public Procurement Portal of Govt. of India i.e. eprocure.gov.in as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from page No. 1 to 20 (including all documents like annexure(s). schedule(s) etc. which form part of the contract agreement and I/We shall abide by the terms /conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization on the website too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

PROFORMA FOR TECHNICAL BID

The details in respect of the company are as given under:

<u>Name of Firm & Address</u>			
Proforma	Yes	No	Pg. No.
1. The Tender should be accompanied by earnest money of Rs. 2,00,000 (Rupees Two Lakh Only) in the form of Demand Draft/FDR drawn in favor of D.D.O., MoES., New Delhi, and MSME Registration without which the Tender will not be considered.			
2. The Bidder must be registered with Deptt. of Value Added Tax, Govt. of Delhi And GST Registration Copies of Documentary proof of same must be enclosed.			
3. The bidder should have Trader Identification Number (TIN) & GST Registration Copies of Documentary proof of same must be enclosed.			
4. Bidder must have Submit Return of Deposit of GST(July 2017 To Present) Copies of Documentary proof of same must be enclosed.			
5. The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.			
7. The Bidder should have annual turnover of Rs.1 Core during the last Five financial years, Copies of Audited (By Chartered Accountant) balance sheet and Profit and loss A/c must be enclosed.			
8. The bidder must have filed Income Tax Return of Last 3 financial years. Copies of documentary proof of the same must be enclosed.			
9. The Bidder must submit an undertaking that they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India			

<p>10. The Bidder should have experience of working with Government organization during last three years. Copies of work order received from them should be enclosed as proof received along with completion certificate.</p>			
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DECLARATION

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

- (2) All pages of the tender document and all enclosures should be serially numbered and signed by the bidder. On each page as a token of acceptance of all terms and conditions of the Tender Document..

Yours faithfully,

Date:
Place
Business Address:

(Signature of the Authorized person)
Name:
Designation:
Seal: