

Government of India
Department of Atomic Energy
Bhabha Atomic Research Centre
Mumbai

SECTION I

NOTICE INVITING TENDER

TENDER NO. BARC/R-III/2022/TPT-01

Sealed tender in two-parts (Part-I – Technical Bid and Part-II – Financial Bid) in the prescribed form are invited on behalf of the President of India by Chief Administrative Officer(P), Bhabha Atomic Research Centre, Trombay, Mumbai - 400 085 (hereinafter called “Client”), from professional agencies / firms (**hereinafter called “Agency”**) for **Support Services for administrative works at Bhabha Atomic Research Centre, Mumbai** which shall include management support services, help desk, filing, maintenance of registers /e-records/ e-register & related activities, data entry services, management of files as per procedures in the prescribed formats and any other work of routine documentation and administrative tasks relating to office work. Agency having adequate experience and expertise in the said field and who have similar experience with any other government department (Central/State/Local Bodies), Public Sector Undertakings, Banking Sectors etc., shall only quote. The Agency shall be solely responsible for providing services as per the ‘Scope of work’ (summarized in Section II) including safety, security and confidentiality of the associated activities / data / information/ records / infrastructure / software etc.

i.	Description of Work	:	Support Services for administrative works at Bhabha Atomic Research Centre (BARC), Mumbai
ii.	Estimated cost	:	Rs. 2,04,00,000/- (Rupees Two crores and four lakhs only)
iii.	Tender document fee	:	Rs. 1000/- (Rupees One thousand only) Payable by demand draft in favour of Pay & Accounts Officer, BARC payable at Mumbai
iv.	Earnest Money Deposit	:	Rs.4,08,000/- (Rupees Four lakhs and eight thousand only) Payable by demand draft in favour of Pay & Accounts Officer, BARC payable at Mumbai
v.	Contract period	:	12 months
vi.	Period during which tender documents can be purchased	:	01.06.2022 to 14.06.2022 (on working days) From 1400 hrs to 1600 hrs
vii.	Venue for collection of tender documents	:	BARC Reception Counter, North Gate Trombay, Mumbai – 400 085

viii.	For submission of tender document	:	Tender duly filled may be submitted by Speed Post in a sealed cover super scribing Tender No. and Description of work to Dy. Establishment Officer (R-III), PD, 4th Floor, Central Complex, BARC, Trombay – 400 085 or may be dropped in the Tender box at the Reception Counter, North Gate, BARC, Trombay, Mumbai-400 085
ix.	Last date and Time for submission of EMD and Tender document.	:	29.06 2022 upto 1600 hrs
x.	Due Date and Time for opening of Part-I (Technical Bid)	:	04.07.2022 at 1600 hrs
xi.	Due Date and Time for opening of Part-II (Financial Bid)	:	Will be intimated to the technically qualified / shortlisted bidders

Note: Documents mentioned below from 1(a) to 1(b) should be submitted while purchasing the tender document

1. The bidders shall submit their offer along with the following documents:
 - (a) The work of similar nature executed during the last 7 years ending the work completed up to previous date of last date of submission of tender.
 - (b) Documentary evidence for having satisfactorily completed three similar works not less than 40% of estimated cost or two similar works not less than 60% of estimated cost or one similar work not less than the value of 80% of estimated cost. Certification of above shall be submitted along with the bids. Bids not accompanying the performance certification will be rejected.

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| <ol style="list-style-type: none"> 1. Similar works means having adequate experience and capabilities to execute clerical nature of work as mentioned in the "Scope of Work". 2. Value of executed work: For the purpose of performance certificate, the value of executed work shall be brought to the current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to date of receipt of Tender document. |
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A. Eligibility criteria for qualification of Bidders as described below:

The applicant who fulfils the following criteria shall be considered for participation. Joint Venture and Consortium etc., shall not be accepted.

1. The bidders should not have incurred any financial loss more than two years during the last 5 years ending 31.03.2021.
2. The average Annual Turn Over of the firm should not be less than 100% of the estimated cost during the immediate last 3 consecutive financial year ending 31.03.2021.
3. The firm should have solvency of 40% of estimated cost. The solvency certificate issued should not be earlier than one year from the date of submission of tender document. Solvency certificate should be furnished along with the bid.
4. The firms shall provide the list of staff hired and deputed, with brief profile & educational qualifications in the on-going projects of similar nature. [provide a list with minimum 25 staff along with name and organization worked].
5. The bid shall be submitted in three sealed envelopes each super scribed with name of the work, NIT Number and Name of the bidder.
 - (a) Envelope A – Earnest Money Deposit (EMD)
 - (b) Envelope B - Technical Bid
 - (c) Envelope C - Financial bid
6. EMD shall be submitted in the form of Demand Draft / Bankers Cheque drawn in the favour of Pay & Accounts Officer, BARC, Mumbai from Nationalised / Scheduled Bank.
7. Tender document received without Earnest Money Deposit will be summarily rejected.
8. The technical bid will be opened only if the EMD is in order.
9. Cash & Cheque for EMD will not be accepted.
10. Opening date of the financial bid will be intimated to the technically qualified and short-listed bidders only.
11. If the date of submission of tender document and opening of tender document happens to be a declared holiday at a later date, the same shall be postponed to the next working day.
12. If desired, the bidder's authorised representative may be present at the time of opening of tender.
13. While submitting the technical bid, the following shall be complied with:
 - (a) Commercial terms should be clearly spelt out along with the taxes applicable.
 - (b) The price quoted shall be inclusive of GST.
 - (c) Prices shall not be indicated in the technical part. In case the same is mentioned, such offer is liable for outright rejection.

14. Financial Bid of only Technically Qualified and short listed bidders will be opened.
15. Validity of Financial Bid

The Financial bid must remain valid for 180 days from the date fixed for opening of Part-I (Technical Bid).
16. Tender documents are to be in the prescribed format of Bhabha Atomic Research Centre included along with the NIT document.
17. Performance Bank & Guarantee Security Deposit
 - (a) In the event of award of Contract, the Agency shall submit 3% towards Performance Bank Guarantee (PBG) of contract value in the form of Bank Guarantee from Nationalised/ Scheduled bank within 15 days of the award of Work / contract. Bank Guarantee shall be valid up to two months after the stipulated date of completion. In case PBG is not submitted within 15 days, it can be submitted within 30 days. However, a late fee of Rs.0.5% of PBG will be charged from 16th to 30th day. If firm fails to furnish the prescribed performance guarantee within prescribed period, the EMD is absolutely forfeited to the President automatically without any notice.
 - (b) In the event of award of Contract, the Agency shall also submit Security deposit of 2.5% in the form of Bank Guarantee / Demand Draft/ Fixed Deposit within 30 days from the date of award of Contract. Otherwise it shall be deducted @ 2.5% from the monthly bills, till the recovery of the Security Deposit.
18. Chief Administrative Officer (P), BARC or his authorised representative shall be the authority to accept/ reject any tender.
19. The work shall be executed strictly as per the specifications.
20. After opening of Part-I of the tender, bidders shall be evaluated for their technical capability to carry out the work based on the following:
 - (a) Technical capabilities with regard to tendered work.
 - (b) Nature of works executed in the last 7 years.
 - (c) Organizational structure.
 - (d) Available resources & their deployment to carry out the tendered work.
 - (e) Quality consciousness.
 - (f) Tendency of the firm with respect to making extraneous claims and disputes.
21. Taxes
 - (a) The firm should be registered under GST and GST shall mean Goods and Service Tax-Central, State and Inter State.
 - (b) Income tax and TDS on GST @ 2% each shall be deducted from each bill paid to the Agency.
 - (c) Agency should be registered under EPF & ESIC as per law or if Department asks for, then Agency shall pay EPF & ESIC of contract workers to concerned Department and employer's contribution of EPF & ESIC will be reimbursed to Agency by the Department after satisfying that it has been actually and genuinely paid by the Agency. The bidder should not consider EPF & ESIC in the rates.

- (d) Any other taxes/cess as per Government directives shall be deducted from each bill paid to the Agency from time to time.

22. General Information

- (a) Bidders desirous of purchasing the tender document have to ensure that they satisfy the above requirements. Only those firms, which meet the qualification requirements as specified in Para 1(a) & (b) and submits the documentary evidences will be issued the tender document. Chief Administrative Officer(P) reserves the right of not issuing the tender document without assigning any reasons.
- (b) Consolidated tender documents will be issued at Reception Counter, North Gate, BARC, Trombay, Mumbai – 400 085 on any working day (Monday to Friday), from 01.06.2022 to 14.06.2022 between 1400 hrs to 1600 hrs on payment of Rs. 1,000/- by Demand Draft / Pay Order drawn on a Scheduled Bank in favour of “Pay & Accounts Officer, BARC”, payable at Mumbai. Tender documents are not transferable. Tender documents may be collected in person and will not be sent by Post / Courier.
- (c) Completed two part tender bids should reach this Office either by Speed Post or Registered Post addressed to Dy. Establishment Officer (R-III), PD, 4th Floor, Central Complex, BARC, Trombay –400 085 or may be dropped in the Tender box at the Reception Counter, North Gate, BARC, Trombay, Mumbai-400 085 on or before 29.06.2022 up to 1600 hrs. Receipt of tender document by BARC, within the due date is the sole responsibility of the bidder. Bids received after the specified due date and timing will not be entertained.

23. Canvassing

Canvassing in connection with bid is strictly prohibited and bids submitted by the Agency who resort to canvassing will be liable to rejection.

Chief Administrative Officer(P)
Bhabha Atomic Research Centre

The prospective bidders may contact in advance over Phone No. 25592052 / 25592800 before coming to BARC premises for purchase of tender. Call can also be made from North Gate Reception area through House phones/BARC extensions at following Nos. a) 22052 b) 22800

Clarifications, if any, can be obtained by e-mail: rect3@barc.gov.in