

APPENDIX 'A' TO NOTICE INVITING TENDER

1.	Name of Work	Outsourcing of Housekeeping Services for National War Memorial Complex at New Delhi
2.	Estimated Cost	Rs. 3.50 Crores (Approx.) (Excluding GST) (As per market)
3.	Period of Completion	1825 days
4.	Cost of tender documents	Rs. 2000/- in the shape of DD / Bankers Cheque from any Scheduled Bank in favour of "Project Director, Executing Agency, National War Memorial and National War Museum, New Delhi" and payable at New Delhi
5.	Website / Portal Address	www.defproc.gov.in and www.mes.gov.in
6.	Type of Contract	The tender shall be combination of percentage rate and item rate tender. The tenderers are required to quote their item rate/percentage against various items of Schedule 'A' / BOQ, as mentioned in the respective BOQs.
7.	Information & Details : (a) Bid Submission start date (b) Bid Submission end date (c) Date of bid opening	Refer critical dates
8.	Eligibility Criteria	<p>(A) The Tenderers / Bidders shall meet the eligibility criteria as given below: -</p> <p>(a) Experience : The bidder should have satisfactorily completed similar works of value given below, during the last seven years ending last day of the month of December 2018: -</p> <p>One similar completed work costing not less than Rs. 2.80 Crore</p> <p style="text-align: center;">or</p> <p>Two similar completed works each costing not less than Rs. 1.75 Crore</p> <p style="text-align: center;">or</p> <p>Three similar completed works each costing not less than Rs. 1.40 Crore</p> <p style="text-align: center;">and</p>

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		<p>One completed work (either out of above works or a separate one) costing not less than Rs. 1.40 Crore with some Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any act by Central / State Government and published in Central / State Gazette.</p> <p><u>Notes: -</u></p> <p>i. "Cost of Work" shall mean gross value of the similar completed work including the cost of materials supplied by the Government / Client but excluding those supplied free of cost and cost of land. This should be certified by an Officer not below the rank of Executive Engineer or Equivalent of the Government. In case of private works certificate should be issued by CMD / MD / President / Vice President or owner of the Company. This shall be supported by satisfactory performance certificate issued by the Organisation. In case of private entity experience, the TDS certificate issued for the said value of work should also be enclosed by the bidder.</p> <p>ii. The value of completed work by the applicant shall be enhanced 7% annually from the date of completion upto the date of opening of 'T' bid (Cover-1) to bring the cost of work at par with present market estimate.</p> <p>iii. Similar work means Housekeeping Services work executed for Memorials, Prestigious Government / Private Buildings, Iconic Buildings, Embassies, Malls, Hospitality Projects, such as Reputed Hotels etc.</p>
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		<p>iv. Work referred above should be in the name of the firm as a single entity only and not in the name of aggregates of subsidiary companies / Group companies / joint venture firms / Consortiums / associates.</p> <p>(b) Average Annual Turnover :</p> <p>The average annual financial turnover of the bidder firm for the last three consecutive years ending 31 March 2018 shall not be less than Rs. 1.05 Crores.</p> <p>(B) License : The Tenderers / Bidders must have a valid license issued under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed thereunder to provide the House-keeping services. An attested copy of license shall be enclosed in support of proof.</p> <p>(C) Manpower on Roll : The bidder should have on its ROLL A MINIMUM OF 1,000 number of manpower engaged in Housekeeping and other allied services as on the last date of submission of the bid. Relevant documentary proof in the form of latest ESI / EPF contributions deposited with the concerned authorities towards deployment of minimum 1,000 or more numbers of manpower engaged in housekeeping and other allied services shall be submitted in support thereof.</p> <p>(D) The bidder should have expertise and experience in providing Housekeeping Services. The expertise and experience should be in the name of the firm as a single entity only and not in the name of aggregates of subsidiary companies / group companies / joint venture firms / consortiums / associates.</p>
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		<p>(E) Legally Valid Entity : The Bidder shall necessarily be a legally valid entity such as Limited Company or a Private Limited Company registered under the Companies Act, 1956, Partnership firm or a Proprietorship firm. For proof, attested copy of Certificate of Incorporation / partnership deed issued by the respective Registrar of Companies / firms shall be submitted. In case of Proprietorship firm, self-declaration or self-certificate through an affidavit supported by PAN in the proprietor's name would suffice.</p> <p>Note : - Joint Ventures, Consortiums and foreign firms are not permitted to participate.</p> <p>(F) Registration : The Bidder firm shall have a valid PAN in the name of Company (in case of a Limited or Private Limited Company), in the name of the firm (in case of a partnership firm) and in the name of the proprietor (in case of a proprietorship firm) issued by the Income Tax Department and shall also be registered with the Employees Provident Fund Organisation and Employees State Insurance Corporation, Service Tax Department. In support of proof, attested copies of PAN, EPF Registration, ESIC Registration, GST No. shall be submitted.</p> <p>(G) Returns : The Bidder should also have filed the required returns to the Service Tax Department and Income Tax Department. In support of proof attested copies of Last Three Years returns filed with Service Tax Department and Income Tax Department shall be submitted.</p> <p>(H) The Firm/ bidder should not have been blacklisted by any Ministry / Department of the Government of India. The tendering firm/ bidder shall attach a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned.</p>
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9.	Tender issuing authority and Accepting Officer	Project Director, Executing Agency, National War Memorial and National War Museum, HQ IDS, Kashmir House, Rajaji Marg, New Delhi-110011
10.	Executing Agency	Project Director, Executing Agency, National War Memorial and National War Museum, HQ IDS, Kashmir House, Rajaji Marg, New Delhi-110011
11.	Earnest Money	Rs. 4,25,000.00 in favour of Project Director, Executing Agency, National War Memorial and National War Museum, New Delhi

Notes :

- (A) (a) Tenders / bids not accompanied by scanned copy of requisite DD / Bankers Cheque towards cost of tender, scanned copy of Deposit-at-Call Receipt / Receipted Treasury Challan / Demand Draft / Bankers Cheque towards earnest money deposit (as applicable), scanned copy of Power of Attorney, scanned copies of all the documents required to prove meeting the eligibility criteria mentioned against Sl. No. 8 (A) to 8 (H) here-in-before of this Appendix 'A' to Notice Inviting Tender, scanned copies of documents mentioned in Note No. (A) (g) here-in-below and scanned copy of Pre-contract Integrity Pact, shall not be considered for validation of 'T' bid and their financial bids will not be opened.
- (b) Tenderers / bidders to note that they should ensure that their original DD / Bankers Cheque towards cost of tender, original DD / Bankers Cheque / Deposit at Call Receipt / Receipted Treasury Challan (as applicable) towards EMD, alongwith original Power of Attorney, original / attested copies of all the documents required to prove meeting the eligibility criteria mentioned against Sl. No. 8 (A) to 8 (H) here-in-before of this Appendix 'A' to Notice Inviting Tender, Original / attested copies of documents mentioned in Note No. (A) (g) here-in-below and original Pre-Contract Integrity Pact are received in the Office of Project Director, Executing Agency, National War Memorial and National War Museum, HQ IDS, Kashmir House, Rajaji Marg, New Delhi-110011 or in the Office of Project Director, Executing Agency, National War Memorial and National War Museum, Suite No. 12, Princess Park Complex, Copernicus Marg, New Delhi-110001 before the date and time fixed for opening of Technical Bid i.e. Cover-I of tender containing documents other than price bid / financial bid / priced BOQ.
- (c) In case of tenders / bids where scanned copy of requisite DD / Bankers Cheque towards cost of tender have been uploaded but physical copies are not received by the stipulated date and time, financial bids will not be opened. Names of such contractors alongwith complete address shall be circulated to all Ministries and Departments of Govt. of India for not opening of their bids for a period of six months commencing from the date of opening of financial bid of the subject tender.

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(d) In case of tenders / bids where scanned copy of requisite Earnest Money (as applicable), scanned copy of Power of Attorney, scanned copies of all the documents required to prove meeting the eligibility criteria mentioned against Sl. No. 8 (A) to 8 (H) here-in-before of this Appendix 'A' to Notice Inviting Tender, scanned copies of documents mentioned in Note No. (A) (g) here-in-below and scanned copy of Pre-Contract Integrity Pact were uploaded but the same are not received in physical form within stipulated time, such bids shall not qualify for opening of financial bid.

(e) In case tenderers upload quotation in pre-revised BOQ, the same shall be considered as a wilful negligence by the bidder and their quotation shall be considered **Non-bonafide**.

(f) In case any deficiency is noticed in the documents required to be uploaded by the tenderers / bidders as per NIT, after opening of Cover-1 (T bid) and during technical evaluation, a communication in the form of e-mail / whatsapp / sms / speed post etc. shall be sent to the tenderer / bidder to rectify the deficiency immediately (within the specified period) failing which financial bid (Cover-2) shall not be opened and tenderer / bidder shall not have any claim on the same.

(g) Tenderers / bidders will be required to upload necessary documents including Affidavit for no recovery outstanding to prove their eligibility. Following documents shall also be uploaded amongst others: -

- (i) Details of similar nature of works executed during last seven years, financial year-wise in tabular form giving name of work, Accepting Officer's details, viz, Address, Telephone, Fax No., E-mail ID etc., date of acceptance of tender and actual date of completion. This shall be duly signed by proprietor / all partners / authorised Director of Pvt. / Public Ltd Company, as applicable. It should indicate whether extension was granted or compensation was levied. Attested copy of acceptance letter and completion certificate shall be enclosed for each work. In case performance report has been given by the client the same shall also be submitted duly attested.
- (ii) Annual turnover certificate for the last 3 years issued by Chartered Accountant along with relevant pages of audited balance sheets in support thereof.
- (iii) Scanned copies of instruments towards cost of tender and earnest money.
- (iv) Notarized affidavit on a stamp paper of appropriate value for no recovery outstanding against the bidder in any Government department/ PSU.

(h) Courts at Delhi / New Delhi shall alone have jurisdiction to decide any dispute out of or in respect of this tender. After acceptance of tender, Condition 72 – Jurisdiction of Courts, of IAFW-2249, shall be applicable.

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- (B) **CRITICAL DATES** : Please refer the website/ portal for critical dates.
- (C) In case of rejection of technical bid, contractor may appeal to next higher Engineer authority i.e. Director General of Works, Engineer-in-Chief's Branch, Kashmir House, Rajaji Marg, New Delhi-110011 on e-mail id tsdgw-mes@nic.in against rejection, whose decision shall be final and binding. However contractor / bidder shall not be entitled to any compensation whatsoever for rejection of technical bid.
- (D) **BID OPENING PLACE / VENUE** The bids shall be opened in the Office of Project Director, Executing Agency, National War Memorial and National War Museum, Suite No. 12, Princess Park Complex, Copernicus Marg, New Delhi-110001.

(SIGNATURE OF CONTRACTOR)
DATE : _____

**JOINT DIRECTOR (CONTRACTS)
FOR ACCEPTING OFFICER**