

**CORPORATE OFFICE-FINANCE/DFC CORPORATE OFFICE  
TENDER DOCUMENT**

Tender No: HQ-CF-Physical-Ver-23

Closing Date/Time: 15/03/2023 15:00

GM/Finance/CF acting for and on behalf of The President of India invites E-Tenders against Tender No **HQ-CF-Physical-Ver-23** Closing Date/Time 15/03/2023 15:00 Hrs. Bidders will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.

**1. NIT HEADER**

<b>Name of Work</b>	Development of Policy and Standard Operating Procedures (SOPs) for Physical Verification of Fixed Assets and Inventory in DFCCIL		
<b>Bidding type</b>	Normal Tender		
<b>Tender Type</b>	Open	<b>Bidding System</b>	Single Packet System
<b>Tender Closing Date Time</b>	15/03/2023 15:00	<b>Date Time Of Uploading Tender</b>	21/02/2023 15:32
<b>Pre-Bid Conference Required</b>	No	<b>Pre-Bid Conference Date Time</b>	Not Applicable
<b>Advertised Value</b>	4500000.00	<b>Tendering Section</b>	FINANCE
<b>Bidding Style</b>	Single Rate for Tender	<b>Bidding Unit</b>	Above/Below/Par
<b>Earnest Money (Rs.)</b>	90000.00	<b>Validity of Offer ( Days)</b>	45
<b>Tender Doc. Cost (Rs.)</b>	3540.00	<b>Period of Completion</b>	6 Months
<b>Contract Type</b>	Service	<b>Contract Category</b>	Expenditure
<b>Bidding Start Date</b>	01/03/2023	<b>Are Joint Venture (JV) firms allowed to bid</b>	No
<b>Ranking Order For Bids</b>	Lowest to Highest	<b>Expenditure Type</b>	Revenue

**2. SCHEDULE**

S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
<b>Schedule I-Prepare Fixed Asset Management Policy and Standard Operating Procedures (SOPs) for Physical verification of Fixed Assets. Prepare Inventory Management Policy and Standard Operating Procedures (SOPs) for Physical verification of Inventory.</b>							4500000.00	
1		Lump Sum			4500000.00	AT Par	4500000.00	
	<b>Description :- Detailed Scope of Work for all the above items given under Section-III: Scope of Work on Pg 15-18 of the Tender Document</b>							

**3. ITEM BREAKUP**

No item break up added
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**4. ELIGIBILITY CONDITIONS**

**Special Technical Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	The tenderer must have successfully completed any of the following during the last 07 (seven) years, ending the last day of the month previous to the one in which the tender is invited: 1. Three similar works each costing not less than the amount equal to 30% of advertised value of tender, or 2. Two similar works each costing not less than the amount equal to 40% of advertised value of tender, or 3. One similar work each costing not less than the amount equal to 60 % of the advertised value of tender. Work experience certificate from private individual shall not be considered. However, in addition to work experience certificates issued by any Govt. Organisation, work experience certificate issued by Public listed company having average annual turnover of Rs 500 crore and above in last 3 financial years excluding the current financial year, listed on National Stock Exchange or Bombay Stock Exchange, incorporated/registered at least 5 years prior to the date of closing of tender, shall also be considered provided the work experience certificate has been issued by a person authorized by the Public listed company to issue such certificates. In case tenderer submits work experience certificate issued by public listed company, the tenderer shall also submit along with work experience certificate, the relevant copy of work order, bill of quantities, bill wise details of payment received duly certified by Chartered Accountant, TDS certificates for all payments received and copy of final/last bill paid by company in support of above work experience certificate. Definition of SIMILAR WORK is defined as: 'Policy & Procedures/ Standard Operating Procedure for Physical Verification of Fixed Assets and/or Inventory'.	No	No	Allowed (Mandatory)

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**Special Financial Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	The Bidder should have an average turnover of at least 150% of the advertised value of the tender in the previous three financial years (FY 2019 - 2020, 2020-21 & 2021-22) and the current financial year up to the date of inviting of tender. The bidder shall submit Certificates to this effect which may be Audited Financial Statements duly certified by the Auditors. In case Audited Financial Statements are not available for a particular year, then the Turnover for that year shall be certified by a Chartered Accountant based on the books of accounts. Certified true Copy of Audited Financial Statements/certificates as above to be submitted as proof along with bid documents.	No	No	Allowed (Mandatory)

**Special Technical Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	The bidder should have H.Q/Branch in Delhi/NCR. Copy of Firm certificate of registration issued by the Governing Body / Institute and Proof of registered address of the firm be provided.	No	No	Allowed (Mandatory)

**Special Technical Criteria**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Each bidder must produce the following documents. Failure to produce the documents/certificates shall make the bid non-responsive. (i)GST Registration No./Details, (ii)PAN Details;(iii) Declarations in Form III, Form IV, Form IV-A (incase of EMD Exemption)	No	No	Allowed (Mandatory)

**5. COMPLIANCE**

**Check Lst**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please refer Annexure-A of Bid Document for the Checklist.	No	No	Not Allowed

**Commercial-Compliance**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please enter the percentage of local content in the material being offered. Please enter 0 for fully imported items, and 100 for fully indigenous items. The definition and calculation of local content shall be in accordance with the Make in India policy as incorporated in the tender conditions.	No	Yes	Allowed (Optional)

**Undertakings**

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Declarations in Form III, Form IV, Form IV-A(in case of EMD Exemption)	No	No	Not Allowed

**6. Documents attached with tender**

S.No.	Document Name	Document Description
1	BidDocument_PhysicalVerification-Final.pdf	Bid Document

This tender complies with Public Procurement Policy (Make in India) Order 2017, dated 15/06/2017, issued by Department of Industrial Promotion and Policy, Ministry of Commerce, circulated vide Railway Board letter no. 2015/RS(G)/779/5 dated 03/08/2017 and 27/12/2017 and amendments/ revisions thereof.

As a Tender Inviting Authority, the undersigned has ensured that the issue of this tender does not violate provisions of

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GFR regarding procurement through GeM.

**Signed By:** NAV GOEL

**Designation :** Dy.GM/F/RM