

# **(NOTICE INVITING E- TENDER)**

**Dedicated Freight Corridor Corporation of India Limited**  
**(A Government of India Undertaking)**  
**MINISTRY OF DFCCIL**

**Tender No. DFCCIL/ TDL/ OUTSOURCE OFFICE ASSISTANCE 2020    Date: 10.10.2020**

M/s \_\_\_\_\_

\_\_\_\_\_

**NOTICE INVITING E- TENDER**

- 1 The Chief General Manager/TDL, DFCCIL, 3/20,KPS Tower, Mayur Complex,3rd Floor, Near Tulsi cinema, NH-02, Nagla Padi, Agra-282002, U.P., invites **open E - Tenders in Two packet system** on prescribed forms from firms/companies meeting qualifying requirements and having requisite experience and financial capacity for the following works:-

<b>Tender No.</b>	<b>DFCCIL/ TDL/ OUTSOURCE OFFICE ASSISTANCE 2020</b>
<b>Name of Work</b>	<b>“ENGAGEMENT OF MANPOWER SERVICE PROVIDER FOR OFFICE ASSISTANCE SERVICES, HOUSE KEEPING &amp; SECURITY SERVICES’ IN DFCCIL’S AGRA, ALIGARH, ETAWAH &amp; KANPUR OFFICES UNDER CGM/TUNDLA”</b>
<b>Estimated Cost of work</b>	<b>Rs 1,51,15,944/-</b>
<b>Period of Contract</b>	<b>Total 12 (Twelve) Months</b>
<b>Earnest Money Deposit</b>	<b>Rs.3,02,320.00 (To be submitted in DFCCIL account). Account Detail Mentioned in Appendix to tender.</b> <b>OR</b> <b><i>MSEs registered with a body specified by Ministry of MSME for the item tendered are exempted from submission of Earnest Money Deposit, for which, the tenderers will have to upload the exemption certificate on the E-Tender Portal.</i></b>
<b>Tender Document Cost</b>	<b>Rs 5900/- (inclusive of all taxes and duties) to be Submitted in DFCCIL account. Detail of Bank account mentioned in Appendix to Tender.</b> <b>OR</b> <b><i>MSEs registered with a body specified by Ministry of MSME for the item tendered are exempted from submission of Earnest Money Deposit, for which, the tenderers will have to upload the exemption certificate on the E-Tender Portal.</i></b>
<b>Date of Sale (Online)</b>	<b>From Date 10.10.2020</b>
<b>Issue of Corrigendum, if any</b>	<b>On or after Date 10.10.2020</b> <b>(on <a href="http://www.ireps.gov.in">www.ireps.gov.in</a>)</b>
<b>Date and Time of submission of tender</b>	<b>On or before Date 29.10.2020 and time 15:00hrs</b>
<b>Date and Time of opening of tender</b>	<b>Date 29.10.2020 and time 15:30hrs</b>
<b>Defect Liability Period :-</b>	<b>60 days after successful completion of this contract.</b>

## 2 ELIGIBILITY CRITERIA

Eligibility of the applicants shall be assessed based on the “**Eligibility Criteria**”, “**Essential Qualifying Criteria**” and “**Other Qualifying Criteria**” as given in **Notice Inviting E-Tender**.

The Tender document can be downloaded from DFCCIL’s website [www.dfccil.com](http://www.dfccil.com), or [www.ireps.gov.in](http://www.ireps.gov.in). Tenderers are advised not to make any corrections, additions or alterations in the downloaded tender documents. In case, any corrections, additions or alterations in the downloaded tender documents are made, such tender shall summarily rejected.

3. The cost of tender documents and EMD shall be deposited in DFCCIL account mentioned in Appendix to tender.
4. DFCCIL may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on DFCCIL’s /IREPS website **at least three days in advance** of date fixed for opening of tenders. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, along with the submission of the tenders. Any tender submitted without addendum(s)/corrigendum(s) (if any) will liable to be rejected.
5. The tender documents shall be submitted in online mode through website [www.ireps.gov.in](http://www.ireps.gov.in) in two packet system only. Two Packet system i.e. Packet I- Technical Bid, Packet II – Financial Bid along with necessary documents like scanned copy of EMD and the cost of tender documents (Non-refundable) to be uploaded. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be uploaded in “**Technical offer**”. Bill of Quantities with rates duly filled in are to be uploaded in “**Financial offer**”. **Bids are required to be submitted only by online mode using Digital Signature for signing the documents.**
6. Tenders shall be opened at **the address given below** at 15:30 hours on the same day in the presence of the tenderer(s) or their authorized representatives intending to attend the opening.

**Address of Office of the Chief General Manager/ TDL (for Opening of E-tenders):**

**Chief General Manager/TDL, DFCCIL, 3/20, KPS Tower, Mayur Complex, 3rd Floor, Near Tulsi cinema, NH-02, Nagla Padi, Agra-282005, U.P.**

All the Bids received shall be opened on the date and time mentioned above in the tender notice, through process of e-tendering. The sequence of opening shall be:

- i) Earnest Money Deposit(EMD)
- ii) Technical offer.
- iii) Financial offer.

7. Tender shall be submitted as per “Instructions to Tenderers” forming a part of the tender document.
8. Any tender received without Earnest Money in the form as specified in tender documents shall not be considered and shall be summarily rejected.
9. DFCCIL reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept / reject any or all tenders without assigning any reasons thereof. DFCCIL’s assessment of suitability as per eligibility criteria shall be final and binding.
10. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of DFCCIL in this regard shall be final and binding.
11. DFCCIL reserves the right to pre-qualify the bidder(s) provisionally based on the documents submitted by them and open financial bid(s), subject to their final verification. In the event of any document being found false, the provisional qualification shall stand withdrawn, and the next lower bidder shall automatically come to the position of such disqualified bidder. Action against such disqualified tenderers shall be taken as per above Clause No. 10.0 of Notice Inviting Tender.
12. The validity of the offer shall be 120 days.
13. The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents purchased/downloaded from website mentioned above.

We look forward for your active participation.

For and on behalf of **DFCCIL**  
**Chief General Manager/TDL**

**Annexure B**

**1.0 ELIGIBILITY CRITERIA**

The tenderer shall satisfy the following eligibility criteria to qualify for this tender:

**I. Essential Qualifying Criteria**

**A Firms/companies**

- The tenderer should have a registered office anywhere in India.

*The documentary proof regarding A. above should be submitted as part of the tender document.*

**Note:** For the purpose of documentary proof of “registered office” as mentioned in (i) above any address of office as mentioned in any of the following documents submitted along with the original offer by tenderer(s) may be considered as registered office of the tenderer(s).

1. Address mentioned in the article of association of company duly registered under Companies Act, 1956.
2. Address mentioned in Partnership Deed
3. Address mentioned in Trade License obtained by the individual from Govt. body.
4. Address mentioned in any tax departments.
5. Address mentioned in P.F. Registration documents.

**B Technical capability:**

1. In support of their credentials, the Tenderer(s) should have to submit documents as stipulated in tender document along with their tenders.
2. The tenderer(s) should satisfy the following minimum eligibility criteria as under
3. The bidder should have satisfactorily completed \*in the last three previous financial years and the current financial year up to the date of opening of the tender, one similar single service contract\*\* for a minimum of 35% of advertised value of the bid.

\*Completed service contract includes on-going service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid.

\*\* **Similar service contract means "Tenderers having experience / competence of similar works executed by him/them in railway / PSUs/ other Govt./Semi govt. Agencies, involving work of providing manpower for office such as Steno, personal assistant, auto cad operator, office assistant, office attendant, housekeeping, security Guard etc.."**

Work experience certificate from private individual shall not be accepted. Certificate from public listed company/private company/Trusts having annual turnover of Rs 500 crore and above subject to the same being issued from their Head Office by a person of the company duly enclosing his authorization by the Management for issuing such credentials.

Note -

The bidder shall submit details of work executed by them in the prescribed format along with bid for the service contracts to be considered for qualification of work experience criteria

clearly indicating the nature/scope of contract, actual completion cost and actual date of completion for such contract.

**C Financial Standing:** The Bidders will be qualified only if they have minimum financial capabilities as below-

- **T1- Financial Turnover:** The bidder should have an aggregate financial turnover not less than 1.5 times the advertised bid value during the last three previous financial years and in the current financial year upto the date of opening of the tender. The audited balance sheet reflecting financial turnover certified by chartered accountant with her stamp, signature and membership number shall be considered.
- **T2-Liquidity:** The bidder should have access to or has available liquid assets, lines of credit and other financial means to meet cash flow that is valued at 5% of the estimated bid value net of applicant's commitments for other contracts. The audited balance sheet and/or banking reference certified by chartered accountant with her stamp, signature and membership number shall be submitted by the bidder along with bid.

Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the balance sheets) are negative, only the banking references will be considered. Otherwise the aggregate of the Net Current Assets and submitted banking references will be considered for working out the Liquidity.

The banking reference should be from a Scheduled bank in India and it should not be more than 3 months old as on date of submission of bids.

The Tenderer(s) will produce/attach the certificate of Work completion with the Tender Document as per above and such certificate should have clearly supported by following details:

-

- a) Name of Agency issuing a certificate.
- b) Date of issue of certificate.
- c) The name of Work.
- d) The Acceptance letter no.
- e) The date of issue of Acceptance letter.
- f) Agreement no.
- g) Date of execution of Agreement.
- h) Date of original Completion of Work as per Acceptance Letter.
- i) Date of Actual completion of Work.
- j) The Amount of Work done as per Agreement (in Rupees).
- k) The Final Amount of Work at the time of Completion of Work (in Rupees).
- l) Whether the Work is completed satisfactory or not satisfactory.