

Dedicated Corporation of India Limited  
(A Government of India Undertaking)  
MINISTRY OF RAILWAY

Tender No. DFCCIL/ TDL/ OUTSOURCE OFFICE ASSISTANCE 2018      Date: 01.08.2018

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

**NOTICE INVITING E- TENDER**

- 1 The Chief Project Manager/TDL, DFCCIL, 3/20,KPS Tower, Mayur Complex,3rd Floor, Near Tulsi cinema, NH-02, Nagla Padi, Agra-282002, U.P., invites sealed **open E - Tenders in single 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- 2018</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; KANPUROFFICES UNDER CPM/TUNDLA</b>
<b>Estimated Cost</b>	<b>Rs 2.528 Crore.</b>
<b>Period of Contract</b>	<b>Total 24 (Twenty Four) Months</b>
<b>Earnest Money Deposit</b>	Rs. 5,05,600 ( Rs.Five Lakhs, Five Thousand, Six Hundred only) Submitted in DFCCIL account. Detail of Bank account mentioned in Appendix to Tender. or <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>Cost of Document</b>	Rs 11,800/- (Rs.Eleven thousand,eight hundred Only) to be  Submitted in DFCCIL account. Detail of Bank account mentioned in Appendix to Tender. Or <i>MSEs registered with a body specified by Ministry of MSME for the item tendered are exempted from submission of Cost of Documents., for which, the tenderers will have to upload the exemption certificate on the E-Tender Portal .</i>
<b>Tender Processing Fee</b>	Rs.8850/- inclusive of all taxes and duties (Non-refundable) through e-payment while uploading of Tender.
<b>Date of Sale (Online)</b>	From Date 02.08.2018
<b>Issue of Corrigendum, if any</b>	On or after Date (on <a href="http://www.tenderwizard.com/DFCCIL">www.tenderwizard.com/DFCCIL</a> , <a href="http://www.dfccil.gov.in">www.dfccil.gov.in</a> )
<b>Date &amp; Time of submission of tender</b>	On or before Date 05.09.2018 and time 15:00 hrs.
<b>Date &amp; Time of opening of tender</b>	Date 05.09.2018 and time 15:30 hrs.
<b>Defect Liability Period :-</b>	60 days after successful completion of this contract work.

## 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 **Annexure-I of Notice Inviting E-Tender.**

The Tender document can be downloaded from DFCCIL's website [www.dfccil.gov.in](http://www.dfccil.gov.in), [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) or Central Procurement Portal, [eprocure.gov.in](http://eprocure.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 & 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 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) shall be summarily rejected.
5. The tender documents shall be submitted in online mode through website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in single bids only. Single offer viz. containing Technical offer and financial offer along with necessary documents like scanned copy of EMD & scanned copy of Demand Draft/Pay order drawn in favour of DFCCIL, payable at Agra towards the cost of one set of the 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. The prices must be filled after downloading the financial bid document in the prescribed format issued through online e-tendering website. The financial bid should be saved and dully filled up and uploaded on the e-tendering web site using Digital Signature for signing the documents.**
6. To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password which has to be obtained by submitting an annual registration charges of INR 2000/- + GST @ 18% to M/s ITI through e-payment. Bidders have to pay the Tender Processing Fee to ITI through e-payment at the time of submission of bid. Already registered vendors with M/S ITI need not to pay registration charges.
7. Tenders shall be opened at **the address given below** at 15:30 hours on the same day in the presence of the tenderers or their authorized representatives intending to attend the opening.

**Address of Office of the Chief Project Manager/ TDL (for submission & opening of tenders):**

**Chief Project Manager/TDL, DFCCIL, 3/20,KPS Tower, Mayur Complex,, 3rd Floor, Near Tulsi cinema, NH-02, Nagla Padi, Agra-282002, U.P.**

All the Bids received shall be opened on the date and time mentioned above in the tender notice. Bid of the bidders shall be opened on a subsequent date through process of e-tendering, which will be notified to such bidders on line. 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 & on behalf of **DFCCIL**  
**Chief Project Manager/TDL**

## ANNEXURE – I

### 1.0 ELIGIBILITY CRITERIA

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

#### I. Essential Qualifying Criteria

##### A. Firms/companies

- (i) 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

S.N	Technical capability	Requirement
1	The Tenderer(s) should have physically completed at the time of opening of tender in the last Three financial years (i.e current year and three previous financial years).	At least one similar single work for a minimum value of 35% of advertised tender value of work. The work should be physically completed on or before the date of opening of tender.

S.N	Technical capability	Requirement
2 (a)	The Registration for ESI, EPF, GST/ GST ,Pan No. with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts etc.	Registration Certificates/Affidavit/Documents with Govt./PSU/Public Limited Company to be enclosed  Performa for affidavit is given as Annexure- II in Annexure section of bid Document
2 (b)	Affidavit that the Firm has not been black listed for business by any Govt./PSU/Public Limited Company and reputed firms/ organizations or/ and that in last three years to be reckoned from date of invitation of tender there has not been any work cancelled against them for poor performance.	
2 (c)	Registered under Contract Labour (Regulation and abolition) act 1970.	

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

- Name of Agency issuing a certificate.
- Date of issue of certificate.
- The name of Work.
- The Acceptance letter no.
- The date of issue of Acceptance letter.
- Agreement no.
- Date of execution of Agreement.
- Date of original Completion of Work as per Acceptance Letter.
- Date of Actual completion of Work.
- The Amount of Work done as per Agreement (in Rupees).
- The Final Amount of Work at the time of Completion of Work (in Rupees).
- Whether the Work is completed satisfactory or not satisfactory.

#### **Notes:**

**Following will be considered as similar work:**

Similar nature of work of this tender is:-"work of providing manpower for office such as Steno, personal assistant, auto cad operator, office assistant, office attendant, housekeeping, security Guard etc.."

### C Financial capability

S.N	Financial capability	Requirement
1	The Tenderer(s) should have received a total contractual amount during the last three financial years and in the current financial year up to last date of submission of tender.	"Should be a minimum of 150 % of advertised tender value of work. <b>Certified true copy of audited annual account are to be submitted as a proof along with bid documents. In case the annual account are not audited, the contract sum received for the required period should be duly certified by the chartered accountant.</b> "

- 1.3 Each tenderer has to satisfy the eligibility criteria for technical capability, competence as well as for financial capacity and organizational resources as specified in the tender documents to qualify for consideration of bid submitted by tenderer(s).
- 1.4 There should not be any unsatisfactory performance report of the Contractor from any source.
- 1.5 Tenderer(s) may please note that their offers will be evaluated as per the credentials/ documents attached by the tenderer(s) along with the tender.