



## TATA MEMORIAL CENTRE

**Advanced Centre For Treatment, Research And Education In Cancer. (ACTREC)**

**Kharghar Node, Navi Mumbai – 410210**

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

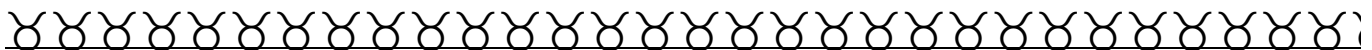
### NAME OF WORK:

**Interior Works (Atrium, Nurses Station & other Counters/ Tables) for  
RRU BUILDING at ACTREC, Kharghar, Navi Mumbai**

### E-TENDER NOTICE

**No. : TMC/ACTREC/ENGG/RJD/ET-12/Fixed/Fur/RRU/2021-22**

NAME OF THE AGENCY	



Engineering services, Second Floor, Khanolkar Shodhika, Phone: 6873/2740 5156, 6873/2740 5067,

E. Mail : rdhane@actrec.gov.in, hkelkar@actrec.gov.in, engineering@actrec.gov.in,



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**LIST OF DOCUMENTS**

NAME OF THE AGENCY		
Sr. No.	List of Documents	Page No.
<b>Technical Bid. (Hard copy also to be Submitted).</b>		
1	E.M.D. for <b>Rs 1,57,000/-</b>	
1	Notice Inviting Tender	1
2	Section – I : Brief particular of the work	3
3	Section – II : Formats	
	· Letter of Transmittal	11
	· Financial information – Form “A”	12
	· Networth certificate – Form “B-1”	13
	· Completed works – Form “C”	14
	· Works under execution – Form “D”	15
	· Performance report –Form “E”	16
	· Structure & organization/Vendor DATA –Form “F”	17
	· Technical & administrative personnel –Form “G”	18
	· Construction plant & equipment – Form “H”	19
	· Vendor Details	20
	· NEFT Details	21
	· Cheklist	22
	· Compliance Form	23
	· List of Make	24
	· Bid Declaration Form	25
	Section – V : Special Conditions of Contract	26

	Section – IV : Book containing Conditions of Contract	80
<b>VOLUME II – Schedule of Quantities</b>		
1	Hard copy of Technical Bid is to be submitted and endorsed at security main gate before last date of submission and must be signed with stamp/seal on all pages.	
2	It may please be noted that both hard copy and soft copy of technical bid are required i.e uploaded version in Tenderwizard and Hard copy submission before due date and time. If agency unable to do so will be disqualified.	
3	EMD in original is to be submitted in separate envelop along with hard copy of technical bid before due date and time.	
4	Financial bid to be submitted ONLINE ONLY and hard copy are NOT to be submitted.	



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**E-TENDER NOTICE.**

NAME OF THE AGENCY		
1	NIT No.	TMC/ACTREC/ENGG/RJD/ET-12/Fixed/Fur/RRU/2021-22
2	Name of work	Interior Works (Atrium, Nurses Station & other Counters/ Tables) for RRU BUILDING at ACTREC, Kharghar, Navi Mumbai
3	Estimated cost put to tender	Rs - 78,50,000/-
4	Earnest Money Deposit (EMD)	<p>EMD of <b>Rs. 1,57,000/-</b> to be submitted in the form of Fixed Deposit Receipt/ DD issued by a Scheduled bank in favour of <b>Accounts Officer, TMC-ACTREC, Payable at Navi Mumbai</b></p> <p>However the bidders may submit the EMD as follows:</p> <p>i) <b>Rs.1,57,000/-</b> in the form of FDR/DD as prescribed above.</p> <p>or</p> <p>ii) a) 50% of EMD Amount i.e, <b>Rs.78,500/-</b> in the form of Demand Draft/ Bankers Cheque or Fixed Deposit Receipt as prescribed above and</p> <p>b) Balance amount 50% of EMD Amount i.e, of <b>Rs.78,500/-</b> in the form of Bank Guarantee (BG) issued by a Scheduled Bank drawn in favour of 'Accounts Officer, ACTREC</p> <p>Note: 1) Bank Guarantee should strictly in accordance with the prescribed format otherwise it shall not be accepted.</p> <p>2) EMD in the form of cheque will not be accepted.</p> <p>3) As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, Bidders to sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the period <b>ONE YEAR</b> from opening of Financial bid.</p>
5	Completion period	<b>3 Months (including monsoon period if any)</b>
6	i) Performance Guarantee	3% of Tender Value (The successful bidder is to submit the Performance guarantee within prescribed timeline and will be returned without interest on settlement of contractor's final bill and issuance of completion certificate)
	ii) Security Deposit.	2.50% of Tender Value (will be deducted from each running bill and will be returned without interest on successful completion of DLP)
7	Tender Processing Fee	Rs xxx/- in the form of online payment.

8	Warranty and After Sales Service	Works should have 1 year Comprehensive Warranty for overall project after completion and handing over of project.
9	Dates of availability of Tender Documents for view and download	From 25-05-2021 time 17:00 Hrs. to 08-06-2021 up to 17:00 Hrs on website <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> . Detailed NIT is also available on website <a href="http://www.actrec.gov.in">www.actrec.gov.in</a> for view only.
10	Site visit	Bidder should visit the site to ascertain scope of work before putting up the Bid in working hours with prior intimation. For any queries regarding the same Bidders can contact Engineering Dept, ACTREC. Agency can on 27405156/27405067 - Mr Rahul Dhane, Engineer 'C'
11	Local (Mumbai/ Navi Mumbai Region ) Address of Bidder	
12	Pre Bid Meeting	A. Pre-Bid query: Till 31-05-2021 on rdhane@actrec.gov.in/hkelkar@actrec.gov.in. B. Pre Bid Meeting will be held on 02-06-2021 ( 11:00 hrs to 13:00 Hrs). Pre Bid meeting will be held at engineering Dept ACTREC C. Post pre-bid query : Till 03-06-2021 on rdhane@actrec.gov.in/hkelkar@actrec.gov.in. Navi Mumbai.
13	Dead Line for submission of Original DD etc. towards Tender EMD. And technical bid hard copy.	On or before 11-06-2021 (15:00 Hrs.) in the Office of OIC ES ,2nd floor, Khanolkar Shodhika, ACTREC, Navi Mumbai 410210
14	Last date and time of closing of online submission of tenders:	On or before 11-06-2021 (15:00 Hrs.)
15	Date and time of online opening of Technical Bid.	On 11-06-2021(15:30 Hrs.)
16	Date of opening of Financial Bids of qualified bidders.	Will be notified at a later date.

Note: 1. Director-ACTREC reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any condition including conditional rebate shall be rejected forthwith.



## TATA MEMORIAL CENTRE

### Advanced Centre For Treatment, Research and Education In Cancer (ACTREC)

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

<b>Tender No:</b>	TMC/ACTREC/ENGG/RJD/ET-12/Fixed/Fur/RRU/2021-22
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<b>Tender Name:</b>	Interior Works (Atrium, Nurses Station & other Counters/ Tables) for RRU BUILDING at ACTREC,
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#### GENERAL INSTRUCTIONS TO TENDERER

NAME OF THE AGENCY	
<b>Important</b>	<b>THE LOCATION OF WORK TO BE EXECUTED IS CANCER PATIENTS AREA. EXTRA CARE SHALL BE TAKEN WHILE EXECUTING THE WORK. IT IS REQUESTED TO VISIT THE PLACE OF WORK BEFORE SUBMITTING THE TENDER.</b>
1	Tender Documents can be viewed on our web site <a href="http://www.actrec.gov.in">www.actrec.gov.in</a>
2	Conditions of Contract may be downloaded from our website <a href="http://www.actrec.gov.in">www.actrec.gov.in</a> (in case of difficulty please contact on 2740 5156 - Mr. Rahul Dhane Engineer 'C' - Civil.
3	Registered contractors can only purchase /download & upload tenders documents.
4	Interested agencies may visit <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a> for registration.
5	Contact for assistance/ clarifications/registration on 09969395522/ 022-25487363 (Shri. Rudresh), e-mail: <a href="mailto:rudresh.tenderwizard@gmail.com">rudresh.tenderwizard@gmail.com</a>
6	Bidders who fulfill the following requirements shall ONLY be eligible to apply. (Joint ventures are not accepted).
7	For further information, please contact on (022) 68735156 during office hours. The existing "SECTION - 1: NOTICE INVITING TENDERS" OF "CONDITIONS AND CLAUSES OF CONTRACT - 2008" (P.5 & 6) in use for 2/3 bid TENDERING has been modified as per the requirement of e-Tendering. The modified VERSION OF THE SAME" is enclosed as CS-13 (Correction Slip - 13 to Conditions and Clauses of Contract -2008).
8	Proof of registration/associations with Government / Semi Government / Corporate Hospitals /Corporate offices having experience in execution of <b>similar nature and magnitude of works</b> .
9	Should have satisfactorily completed the works as mentioned below during the last seven years ending 31.03.2020 and on going works till the date.
10	Three similar works each costing not less than <b>Rs. 31.50 Lakh</b> each, or ( 40% of Estimation Cost)
11	Two similar works each costing not less than <b>Rs. 47.00 Lakh</b> each, or ( 60% of Estimation Cost)
12	One similar work costing not less than <b>Rs. 62.50 Lakh</b> ( 80% of Estimation Cost)
13	<b>Similar works shall mean : Interior Works including partitions, false ceilings, Wooden, Glass and Granite Topped Counters, fixed furnitures work, Modular Furniture work, Renovation work (where BOQ scope includes furniture, allied work)</b>
14	The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple rate of <b>7% per annum</b> ; calculated from the date of completion to the last date of receipt of tender.

15	Annual turnover as per ITCC or profit & loss statement for the last 5 years (Average annual turn over for the last 3 financial years should be at least <b>Rs. 39.00 lakhs</b> , not having incurred any loss in more than 2 years during last 5 years ending 31.03.20 (last Financial year).
16	The bidding capacity shall be equal to or more than the above respective estimated cost. The bidding capacity shall be worked out by following formula
	<b>Bidding capacity = ( A x N x 2) - B</b>
	<b>Where</b>
	A- Maximum value of similar works executed in any one year during last 5 years taking into account as completed as well as works in progress.
	N- Completion of works in years.
	B- Value of existing commitments and ongoing works to be completed during the period of completion of work.
17	Should not have incurred any loss in more than two years during the last five years ending 31st March, 2019.
18	<b>Networth certificate: Networth certificate of minimum 15% of the estimated cost put to tender issued by certified Chartered Accountants (on the format prescribed in form B-1)</b>
19	List of similar works in hand & similar works carried out by them for last 7 years indicating i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.

20	List of construction plant, machinery, equipment, accessories & infrastructure facilities possessed by the agency to complete the work in time.
21	List of Technical staff they possess.
22	CERTIFICATES: (Scanned copy of original certificates to be uploaded)
i)	Performance Certificates
ii)	GST registration certificate
iii)	PAN (Permanent Account Number) Registration
iv)	OEM authorization certificate (For Supply, installation, Service) as may be the case.
V)	Company Registration certificate
23	<b>UNDERTAKING as under:- (Scanned copy to be uploaded at the time of submission of bid).</b>
	I/We undertake and confirm that the contracted works shall not be got executed through sub- contractor on back to back basis. Further that, if such a violation comes to the notice of Director-ACTREC, I/we shall be liable to be debarred & black listed as the case may be for bidding in future. Also if such violation comes to the notice of department before date of start of work, the Engineer in-charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.
24	The intending bidder must read the terms and conditions as per “SECTION - 1: NOTICE INVITING TENDERS” OF “CONDITIONS AND CLAUSES OF CONTRACT - 2008” carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required. Director-ACTREC reserves the right of Non-consideration of Tender documents of the agencies who are not fulfilling the NIT stipulations and / or having adverse report on the works carried out by them in the past.
25	Information and Instructions for tenderers posted on website shall form basis of of tender document.
26	Hard copies of Technical Bid shall be submitted in ACTREC before due date and time. Hard copies shall include all documents as uploaded online.
27	<b>OBTAINING OF STANDARD DOCUMENTS:</b> In addition to the above, the prospective bidders are required to possess all documents which form part of Tender Documents for this work. The required documents ( Condition of Contract) can be downloaded from the ACTREC’s website (tender section on <a href="http://www.actrec.gov.in">www.actrec.gov.in</a> ). In case the agencies already possess these standard documents with them, the same need not be downloaded / purchased again. Printed books are available at the Engineering Services, TMC-ACTREC, Kharghar, Navi Mumbai- 400 210.
28	The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker`s Cheque or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards cost of tender document and EMD in favor of “ACCOUNTS OFFICER, TMC-ACTREC” and Processing Fee in favor of “ITI LIMITED, NEW DELHI” and other documents as specified.
29	Those bidder who are not registered on the website mentioned above, are required to get registered. If needed, they can be imparted training for online bidding process as per details available on the website.
30	The intending bidder must have valid class-III digital signature to submit the bid.
31	On opening date, the bidder can login and see the bid opening process.



32	<b>Certificate of Financial Turn Over:</b> At the time of submission of bid, bidder may upload Undertaking / Certificate from CA mentioning <b>Financial Turnover of last 3 years and</b> including profit & loss statements and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
33	Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in <b>YELLOW</b> colour and the moment rate is entered, it turns <b>SKY BLUE</b> . In addition to this, while selecting any of the cells a warning appears that <b>if any cell is left blank the same shall be treated as "0"</b> . Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). in the schedule of quantities, if rates are not quoted for items or if a firm quotes " NIL/N.A./Not applicable/---/ Leaving blank space etc." charges, the bid shall be treated as unresponsive and will not be considered. <b>DO NOT use vague terms.</b> Insert required information with clear meaning in technical bid & financial bid.
34	The Director-ACTREC reserves the right to accept / reject any prospective application without assigning any reason thereof.
35	Short listing of the bidders shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by ACTREC
36	<b>IF ANY INFORMATION FURNISHED</b> by the bidder is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in TMC.
37	<b>PROSPECTIVE BIDDER SHALL SATISFY THEMSELVES OF FULFILLING ALL THE NIT CRITERIA BEFORE SUBMISSION OF TENDER.</b> Director-ACTREC reserves the right of non consideration of tender of the bidder not fulfilling the stipulated criteria.
38	<b>Any Additional work needs to be executed for completion of work, CPWD DSR 2018 rates will be considered and if the rates are not available then Engineer-incharge may refer the rates of work orders of other central govt. agencies or may obtain quotation from market whichever is lowest quote will be applicable and binding to the contractor.</b>
39	TMC-ACTREC does not guarantee opening of the tender immediately after the closing date and time due to reasons beyond its control and hence tenders can be opened after the due date and time also. It will however will be ensured that no offers are submitted after tender closing date and time. Bidder cannot submit/modify any offer or attach any file to it after closing date and time as stipulated in the tender notice. System does not permit any alternation, modification, deletion of any entry or condition, offered by the tenderer in the e-tender, after closure of the virtual date and time.
40	ACTREC will not be responsible for any kind of technical problem at Bidder's end in case of difficulty in up loading of tender. Bidders are adviced to finish the uploading of tender well before time. No tender will be accepted by ACTREC at later stage that could not be uploaded because of unforeseen technical problems.
41	Bidders who have successfully up loaded the tender documents and forwarded physical (hard) copies of the Technical Bid before due date and time will only be considered. Please note that bidder will have to finish both the activities to proceed further. Otherwise bidders will be disqualified.
42	All papers submitted with the tender should bear the signature and stamp/seal of the bidder on every page.
43	All information in this tender shall be in English only.
44	Rate quoted should be in Indian currency only.

45	Tender containing clerical errors, typographical error/ arthrmelial mistake may be lible to be rejected.
46	All the rates quoted shall be inclusive of all taxes except GST which will be paid extra as applicable.
47	Only one rate shall be offered for the Item. Multiple rates against one items shall be rejected.
48	The bidder shall quote rates which shall remain valid for acceptance by ACTREC for a period of 150 days or stipulated time limit as mentioned in the tender documents.
49	Only lowest offer may be considered for further proceedings.
50	Performance Gaurantee: Performance Gaurantee will have to be submitted at the rate of 3% of the contract value valid for 2 Months after completion of work to be submitted within 15 days of issue of Letter of Intent.
51	Security Deposit will be deducted @ 2.5% of work order value from the running bills and will be refunded after completion of defect liability period of one Year.
52	Submission of more than one Tender by a particular Tenderer under different names is strictly prohibited. In case it is detected later that this condition has been violated all the tenders submitted by Tenderer would be rejected or cancelled and earnest money or security deposit will be forfeited in addition to such legal action as may be deemed fit and proper.
53	Canvassing in connection with tender/quotation is strictly prohibited.
54	Director-ACTREC reserves right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason.
55	Mode of measurement will be as per the guidelines laid in the Departmental conditions of contract & technical specification.
56	<b>Awarding work order will be strictly as per "L1 criteria"</b>

I have read the Above instructions carefully and understood in right perspeticve.

Date:

Seal and Signature.