



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH &**  
**EDUCATION IN CANCER (ACTREC)**  
**Kharghar, Navi Mumbai-410 20**  
**(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)**

Date: 12/07/2023

Tender No: TMC/ACTREC/ENGG/ZS/SQ-37/Replacing of Keys & Locks/2023.

To,

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**Short Term Tender**

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Replacing of Keys and Locks of few rooms in Radiological Research Unit (RRU) Building at ACTREC.	28,000/-	560/-	NIL

Earnest Money deposit 2% of Tender amount i.e. Rs.560/- to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs.560/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of Cheque will not be accepted
- 3) EMD – As per circular Dt:12th November 2020 from Ministry of Finance and Rule 170 of General Financial Rules (GFR's) 2017, Micro and Small Enterprises (MSE's) and the firms registered with concerned Ministries / Departments are exempted from submission of EMD provided the submission of MSME Certificate by the Vendor along with tender

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 of ONE YEAR from opening of Financial bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.



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**Submission of Tender:**

The Quotation to be submitted in sealed envelope subscribed "Replacing of Keys and Locks of few rooms in Radiological Research Unit (RRU) Building at ACTREC."

**Tender No:** TMC/ACTREC/ENGG/ZS/SQ-37/Replacing of Keys & Locks/2023.

Sealed Quotation must be entered and endorsed at main gate before due date and time. Envelope received without endorsement at main gate and or after stipulated time will not be entertained.

The tender document can be purchased from 2<sup>nd</sup> floor, KS-203 Engineering services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

Purchase Date of tender: from **12/07/2023 to 19/07/2023 13:00 Hrs.**

Last date of submission of hard copy of Tender is: **19/07/2023, 13:00 Hrs**

Date of Opening of Tender: **19/07/2023, 15:30 Hrs** in the presence of tenderers or their authorized representative present at the time of opening.

Authorized representative of agency can visit the site to know the actual scope of work and to clarify any queries before quoting.

The agency can contact on:

Phone No: 022-6873/ 2740 5000 Ext; 8542,5010

Email - [zeeactrec98@gmail.com](mailto:zeeactrec98@gmail.com), [swayamm5@gmail.com](mailto:swayamm5@gmail.com), [tender.engg@actrec.gov.in](mailto:tender.engg@actrec.gov.in)

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within **30 Days** in accordance with the time schedule.

2.5% of the total value of work will be deducted from the bill(s) towards Security Deposit and which shall be released on the expiry of defects liability period of one year without any interest.

3% of tender value of work will have to submit toward performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Scope of work:**

1. Providing & rekeying the locks as per site requirement.
2. Changing the locks wherever required without damaging the door as per direction of EIC.
3. The location of work will be shown by ACTREC.
4. The agency has to arrange scaffolding/ ladders to carry out the work at high wherever required.



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5. Arrangement of temporary power supply to carry out the work is in the scope of agency.
6. The agency is requested to visit the site to know actual scope of work before quoting.
7. The scope of work covered in this Tender shall be as per the Bill of Quantities, Specifications, Drawings, Instructions, Orders issued to the contractor from time to time during the pendency of work.
8. The quantities of various items as entered in the "BILL OF QUANTITIES" are indicative only and may vary depending upon the actual measurement.
9. The contractor shall be bound to carry out joint measuring for bills.
10. The Contractor shall provide all necessary measuring instruments material, labour, tools and plants required to execute the work.
11. Safety barricading/ Safety Tape shall be provided by contractor as per direction of EIC.
12. The Contractor shall clean up and properly dispose of any excess materials and debris resulting from the work. The cost of cleanup and disposal **shall be included in the cost of the various items**

**Payment Terms:**

Payment shall be given for the work actually executed by the agency and the executed quantities items wise will billed after taking joint measurement between contractor and Engineer-in charge. Payment term other than above mention will not be accepted. Payment will be released 100 % after completion of work.

**Safety:**

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazard to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labor.

The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

**Documents to be submitted**

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)
4. Copy of similar work order such as Agency should have executed interior finishing furniture work in Hospitals/ Malls/ corporates/ government or reputed private sector etc.
- payment term: Common payment terms.
5. All required documents to be submitted along with the Tender duly signed & stamp.
6. Self-declaration Make in India as given below:



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**Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditor's/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/  
☐ Class-II Local Supplier/  
☐ Non-Local Supplier.

We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or  
☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Officer-in-Charge,  
Engineering Services,  
ACTREC

Encl: 1} Blank Schedule of Quantities separately



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**NOTE:**

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.



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- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date:

sign & seal of  
contractor



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**Bid Security Declaration**

(To be executed on letter head of bidder)

Whereas, I/we ..... (Name of agency) ..... have submitted bids  
for ..... (Name of Work) ..... NIT  
No.....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit: -

(1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

OR

(2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for ACTREC/TMC tenders from date of issue of suspension order.

Signature of the Contractor(s)  
With Seal and Date