



**Government of India**  
**Department of Atomic Energy**  
**GLOBAL CENTRE FOR NUCLEAR ENERGY PARTNERSHIP**

Ref: GCNEP/NIT/18/10-12

Date: 15/10/2018

## **NOTICE INVITING TENDER**

Project Director, GCNEP, Bahadurgarh, Haryana, on behalf of the President of India invites sealed item rate tender (under Three Stage System – ELIGIBILITY, TECHNICAL and FINANCIAL BID), from reputed, qualified, experienced, technically and financially sound agencies for “Typing, Xeroxing, Data Entry, Register Maintenance & Miscellaneous Office Assistance Works at GCNEP, Jasaur-Kheri, Bahadurgarh, Haryana”. The details are as mentioned below.

### **SECTION-I**

#### **PART A: INSTRUCTIONS FOR SUBMITTING THE TENDER**

1.	The bidding agency must read the terms and conditions of the tender documents. He should only submit bids if he considers himself eligible and he is in possession of all documents required.
2.	The information and instruction for agency along with technical bid, financial bids or any corrigendum / clarification issued posted on website shall form part of the bid document.
3.	<b>CORRIGENDUM/CLARIFICATIONS, IF ANY, SHALL BE UPLOADED ON WEBSITE <a href="http://www.gcnep.gov.in">www.gcnep.gov.in</a> ONLY. And the intending agency should therefore keep following/ checking the website.</b>
4.	If the agency is found ineligible, after opening of Eligibility Bid, his tender shall become invalid and the tender fee shall not be refunded.
5.	Submission of the tender documents after the due date and time (including extended period if any) shall not be permitted.
6.	The tenderers are advised to submit their documents well in advance to the Tender Inviting Authority, so that it should reach on or before the due date and time. Delay in receipt of the same due to security restriction, postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith.

#### **PART B: NIT DETAILS**

<b>NIT Number</b>	<b>GCNEP/NIT/18/10-12</b> <b>Date: 15/10/2018</b>
<b>Name of works</b>	<b>Typing, Xeroxing, Data Entry, Register Maintenance &amp; Miscellaneous</b>

	<b>Office Assistance Works at GCNEP, Jasaur-Kheri, Bahadurgarh, Haryana</b>
Location of work	GCNEP Township & GCNEP Office, Jasaur-Kheri & Kheri-Jasaur, Bahadurgarh, Haryana For more details, visit our website at <a href="http://www.gcnep.gov.in">www.gcnep.gov.in</a> .
Tender Cost	<b>Rs.500/- (Rupees Five hundred only) Cost (non-refundable, non-transferable)</b>  Payable in the form of DD/Pay Orders drawn in favor of 'Pay and Accounts Officer BARC', payable at Mumbai.  The Tender Document can only be downloaded from our website <a href="http://www.gcnep.gov.in">www.gcnep.gov.in</a> ., and agency has to pay the Tender Fee at the time of submission via above specified means.  <b>Note: Tender Fee in the form of cheque or in cash will not be accepted.</b>
Estimated Cost	<b>Rs. 7,90,000/- (Rupees Seven Lakh Ninety Thousand only)</b>
Earnest Money Deposit	<b>Rs. 15,800/- ( Rupees Fifteen Thousand Eight Hundred only)</b> Payable in the form of DD/Pay Orders drawn in favor of 'Pay and Accounts Officer BARC', payable at Mumbai. <b>Note: EMD in the form of cheque or in cash will not be accepted.</b>
Completion Period	<b>One Year (from the date of issue of Work Order), further extendable for a period of maximum of two years on a yearly basis</b>
Security Deposit	<b>2.5% of the tendered value; deductible from each running bill and/ or/ as well as final bill of the agency , as applicable</b>
Performance Guarantee	<b>5% of the tendered value</b>
Availability/ Sale of Tender	<b>From 18/10/2018 to 09/11/2018</b> <b>The Tender Document can only be downloaded from our website <a href="http://www.gcnep.gov.in">www.gcnep.gov.in</a></b>
Submission of tender	The Three Stage Bid System shall consist of: <b>Sealed Cover-I super-scribed "ELIGIBILITY".</b> <b>Sealed Cover-II super-scribed "TECHNICAL BID".</b> <b>Sealed Cover-III super-scribed "FINANCIAL BID".</b> (For details on enclosures, refer <b>PART E: Document Checklist</b> )  A Sealed Envelope containing the above Three Sealed Covers super-

	<p>scribed as:</p> <p><b>GCNEP/NIT/18/10-12 Date: 15/10/2018</b></p> <p>“Typing, Xeroxing, Data Entry, Register Maintenance &amp; Miscellaneous Office Assistance Works at GCNEP, Jasaur-Kheri, Bahadurgarh, Haryana”</p> <p>Should reach the following address by Registered Post OR Speed Post Services of India Post OR By Hand against receipt between 10.00 Hrs to 16.00 Hrs on working days, on or before the specified last date</p> <p><b>Project Director</b>  <b>Global Centre for Nuclear Energy Partnership (GCNEP),</b>  <b>Kheri-Jasaur, Bahadurgarh, Haryana, 124505</b></p> <p><b>BIDS NOT RECEIVED UNDER THE PRESCRIBED THREE STAGE SYSTEM ARE LIABLE TO BE REJECTED.</b></p>
Pre-Bid Meeting	<p><b>05/11/2018 at 12.00 Hrs, Venue: Global Centre for Nuclear Energy Partnership (GCNEP), Kheri Jasaur, Bahadurgarh, Haryana, 124505</b></p> <p><b>Contact: 01276 225 200, 01276 225 217</b></p>
Due date & time for Submission of quotations	<p><b>12/11/2018 up to 16:00Hrs</b></p>
Date & time for opening Of ELIGIBILITY & TECHNICAL BID	<p><b>13/11/2018 at 14:30 Hrs</b></p>
Date & time for opening Of FINANCIAL BID	<p><b>Will be notified later</b></p>
Place of opening	<p>Address: Atomic Minerals Directorate, 7, West Block, RK Puram, New Delhi, Delhi 110066</p>
Contact	<p>Tel: 01276-225200, 01276-225217, Email: help@gcnep.gov.in</p>
<p><b>Note :</b></p> <ol style="list-style-type: none"> <li><b>1. Department reserves the right to accept or reject any application(s), without assigning any reason thereof. The applications with any condition shall be rejected forthwith.</b></li> <li><b>2. Tenders not accompanied by Tender Fee and those found incomplete or received after due date shall be rejected without assigning any reason thereof. The quotations must be sent only by either Registered Post or Speed Post Services of India Post or by hand against delivery receipt.</b></li> <li><b>3. This Tender document can be downloaded from our website <a href="http://www.gcnep.gov.in">www.gcnep.gov.in</a>.</b></li> </ol>	

## PART C: REQUIREMENTS AND ELIGIBILITY CRITERIA

1.	<p><b>Agencies that fulfill the following requirements shall ONLY be eligible to apply.</b> Joint ventures are not accepted.</p>
2.	<p>Agency should be an Indian registered Company and must have at least three (03) years of providing office Assistance Work or Providing Office Workforce experience in India, ending previous day of the last day of submission of tender.</p>
3.	<p>The agency should have satisfactorily completed similar works during the last three years ending previous day of last date of submission of tenders. For this purpose cost of work shall mean gross value the completed work including cost of material supplied by the Government/Client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Project Manager/ Engineer-In-Charge or equivalent.</p> <p><b>Completed THREE similar works each of value not less than the amount equal to 40% of the Estimated cost put to this tender.</b></p> <p style="text-align: center;"><b>or</b></p> <p><b>Completed TWO similar works each of value not less than the amount equal to 60% of the Estimated cost put to this tender.</b></p> <p style="text-align: center;"><b>or</b></p> <p><b>Completed ONE similar work of value not less than the amount equal to 80% of the Estimated cost put to this tender.</b></p> <p><b>Important Notes:</b></p> <p>i) Similar work shall mean: Providing office Assistance Work or Providing Office Workforce.</p> <p>ii) 'Cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Client, but excluding those supplied free of cost. 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 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.</p>
4.	<p>The agency must have a registered office, with valid PAN, GST numbers etc. The agency must furnish a copy of PAN, GST, ESI &amp; EPF details along with the quote.</p>
5.	<p>The agency should have adequate financial stability &amp; status to meet the financial obligations of the scope of work. <b>CA Certificate of Financial Turnover</b> for the last three consecutive financial years should be furnished.</p>

6.	The agency should not have incurred losses in more than one year during the last three years, ending 31 <sup>st</sup> March 2018.
7.	The agency should have a solvency of 40% of the Estimated Cost put to this tender.
8.	<p>The <b>bidding capacity</b> of the agency should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:</p> <p><b>Bidding Capacity = {[A x N x 2] – B}</b></p> <p>Where,</p> <p><b>A=</b> Maximum turnover of similar works executed in any one year during the last three years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum.</p> <p><b>N=</b> Number of years prescribed for completion of work for which bids has been invited.</p> <p><b>B =</b> Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.</p>
9.	<p>List of works in hand &amp; List of similar works carried out by them for last 3 years indicating:</p> <p>i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.</p>
10.	<b>Department 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.</b>

## PART D: General Rules and Directions

1.	<b>Before Pre-Bid, all prospective bidders should visit the premises and verify the actual scope of work.</b>
2.	The works have to be executed by a single party, Joint ventures are not acceptable. Partial quotes/ quotes for partial works are liable to be rejected without any further correspondence. No joint/ multi-party bidding is allowed.
3.	Agencies are requested to quote for above works per the enclosed specifications. All quotes must be accompanied by the make & model of the items offered for the proposed works, along with technical datasheets. Offers without technical details are liable to be rejected without any further correspondence.
4.	Taxes will be deducted from the running/ final bill as per the prevailing Government

	norms and a TDS Certificate will be issued for the same, as applicable.
5.	<b>Signing of Tender:</b> In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act-1952.
6.	<b>RESTRICTED INFORMATION:</b> The agency shall ensure strict compliance of the instructions under Section 18 of the ' <b>Atomic Energy Act 1962</b> ' and under Section 5 of the ' <b>Official Secrets Act 1923</b> '. Any contravention of the above-mentioned provisions by the agency, sub-agency, consultant, advisor or the employees of an agency will invite penal consequences under the aforesaid legislation.
7.	<b>Declaration by tenderer:</b> The tenderers shall sign a declaration under the Official Secret Act-1923 for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them.
8.	<b>Guidelines for quoting the rates:</b> All rates shall be quoted on the prescribed tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in word. In case of figures, the words "Rs." should be written before the figures of rupees and word "P" after the decimal figures, e.g. "Rs. 2.15 P", and in case of words, the word, "Rupees" should precede and the word "Paise" should be written at the end. Unless the rate is in whole rupees followed by the word 'only' it should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.
9.	<b>Quoted rates to include all taxes:</b> GST or any other tax applicable in respect of inputs procured by the agency for this contract shall be payable by the agency and his Department will not entertain any claim whatsoever in respect of the same. However, component of GST at the time of supply of service provided by the agency shall be varied if different from that applicable on the last date of receipt of tender including extension, if any.
10.	<b>Filling-up of Financial Bid:</b> Unless otherwise called for, any tender containing percentage abnormally below / above the estimated cost put to tender is liable to be rejected. All rates shall be quoted on the tender form by the tenderers in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. The amount for each item should be worked out and requisite totals given. However, i) The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.

	<p>ii) If a discrepancy is found, the base rates which correspond with the amount worked out by the agency shall, unless otherwise proved, be taken as correct.</p> <p>iii) If the amount of an item is not worked out by the tenderer, or it does not correspond with the rate written either in figures or in words, then the rates quoted by the tenderer in words shall be taken as correct.</p> <p>iv) Where the rate quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rate quoted by the tenderer will, unless otherwise proved, be taken as correct and not the amount.</p> <p>v) In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the agency has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.</p>
11.	<p><b>Action in case of unrealistic rates:</b> In the case of any tender where unit rate of any item (s) appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.</p>
12.	<p><b>Furnishing of PG &amp; SD on acceptance of Tender:</b></p> <p>i) The tenderer, whose tender is accepted, will be required to furnish performance guarantee of 5% of the tendered amount within the period specified in <b>Annexure-B (Section-III)</b>. In addition to other deposits for his proper performance of the contract agreement. The guarantee shall be in the form of Demand Draft in favour of 'Accounts Officer, BARC' within 15 days of issue of Work Order failing which EMD will be fortified absolutely.</p> <p>ii) The tenderer, whose tender is accepted, will also be required to furnish by way of Security Deposit for fulfillment of his contract, an amount equal to 2.5% of the tendered value of the work. The security deposit will be collected by deduction from the running bills of the agency s at the rates mentioned above.</p>
13.	<p>The agency shall be responsible for the workers hired by it for carrying out the said works. GCNEP shall not be liable in these respects and the agency shall keep the GCNEP indemnified against the same and from all proceedings in respect thereof.</p>
14.	<p>The agency should strictly adhere to all the statutory obligations and compliance with labour laws, including age criteria and below 60 years of age with good health and sound mind. They are to be well disciplined, medically and physically fit and skilled enough to carry out the specified job. The Agency shall be responsible for fulfilling all the requirements of all the statutory provisions like minimum wages, ESI, EPF etc. at its own cost for the entire workforce deployed under this contract. In case the Agency fails to abide by the provisions of various labour laws, GCNEP reserves the right to terminate the contract or recover the amount from its bill.</p> <p>The Agency has to disburse the salary to workforce by 10<sup>th</sup> of every month for immediate</p>

	previous months work. Salaries should be disbursed in their respective bank accounts. In case bank accounts are not available with the workforce, the agency will disperse his/her payment in cash against the cash receipt with signature on revenue stamp & date. Failing which a penalty equivalent to 2% of monthly bill value shall be imposed on agency. The Payment shall be made strictly on satisfactory work and on daily attendance basis.
15.	The Agency shall employ only qualified workforce for this work as per Govt. rules applicable from time to time. The deployment or/ and removal of any workman must be with prior intimation and consent of GCNEP. Before engagement, The Agency shall at its cost get all the workers medically examined as directed by GCNEP. These fitness certificates shall be handed over to the EIC for records. The Agency shall also arrange for police verification of all the employees to be deployed and submit these verification reports to EIC.
16.	The deployed workforces are expected to work 8.5 Hr/ day. As workforce shall be assisting GCNEP officers in running the routine office activities, ideally it is expected of them to report ½ hr before the schedule office timing & leave ½ hr after the scheduled office timing for effective opening & closing of given assignments.
17.	Agency has to furnish PVC/ PVR (Police Verification Certificate/ Police Verification Report) for all its workers.
18.	Agency has to maintain Photo Identity card (same colour and pattern for everybody) in format as approved by GCNEP with details regarding full name, age, identification marks, signature of the bearer and also of the issuing authority with a seal. A duplicate of this Identity Card has to be made available with GCNEP Security-In-Charge.
19.	Weekly off and leave /relieve arrangements shall be the responsibility of agency and no extra cost shall be payable towards this.
20.	The engagement of workforce by the agency will solely be at their discretion, as per the prevailing/ specified norms and qualification in the sector, and in no way make them entitled for any job or employment or permanency or any incumbency status in GCNEP.
21.	The agency shall ensure that their workforces are performing their duties properly, efficiently and in a disciplined manner. Any violation of Code of Conduct as notified by Engineer-In-charge (EIC) GCNEP shall amount to penalties/ termination of contract.
22.	Adequate and necessary numbers of qualified workforce deployed by the Agency for fulfillment of their contractual obligations under this agreement. Attendance register of all workforce deployed under this contract has to be submitted along with bill.
23.	Any theft or damage caused to GCNEP property due to negligence of the Agency shall be borne by the Agency. An amount equal to twice the value of theft or damaged item will be deducted from the monthly bill / security deposit of the Agency. Repeated/ gross violation shall amount to termination of contract.
24.	The works will be carried as per the daily/weekly schedule or as per directions of EIC and shall be responsibility of Agency to fulfill it.
25.	No items will be taken in/ out of the GCNEP without written permission of the GCNEP Engineer-In-charge.



26.	The safety & security of workforce shall be the responsibility of the Agency. The Agency should have a qualified person carrying out contractual obligations.
27.	Any delay in service/ failing to comply with tender conditions which is attributable to the agency is liable for penalty. <b>Compensation for delay of work:</b> upto 1.5% per month of delay to be computed on per day basis. Provided always that the total amount of compensation to be paid under this condition shall not exceed 5% of the tendered value of work or of the tendered value of the item or group of items of work for which a separate period of completion is originally given. The amount of compensation may be adjusted or set-off against any sum payable to the Agency under this contract.
28.	If required, the interested agencies can plan a visit to Office Site for mapping the exact requirements but with a prior intimation & approval of this office only.
29.	The Security Deposit and Performance Guarantee shall be refunded to the agency after satisfactory completion of contract period.
30.	The agency shall not sub-contract any work without written consent from GCNEP.
31.	The quoted rate should be inclusive of all transportation, loading/ unloading, delivery or any other consequential charges. No extra costs shall be payable beyond the quoted price.
32.	The agency shall work in close cooperation with other agencies working at site, so as to make the execution of works smooth.
33.	Agency should provide 2 sets of dress and each set comprises (Shirt, Trouser, shocks, and shoes) and it is compulsory for workforce to wear it. The colour and style of the uniform will be decided by GCNEP.
34.	<b>PROHIBITION AGAINST USE OF GCNEP'S NAME WITHOUT PERMISSION FOR PUBLICITY PURPOSES:</b> The agency, sub-agency, consultant advisor or the employees engaged by the agency shall not use GCNEP's name for any publicity purpose through any public media like Press, Radio, Television or internet without the prior written approval of GCNEP.
35.	For any detailed clarifications, kindly refer to the document entitled CONDITIONS AND CLAUSES OF CONTRACT 2008 (and the Corrigendum issued thereon), Directorate of Construction, Works and Estate Management (DCSEM), Department of Atomic Energy, Government of India. The document can be downloaded under the Section 'Tenders' from the website <a href="http://www.dcsem.gov.in">www.dcsem.gov.in</a> .
36.	The contract may be extended for a maximum of two years on a yearly basis at the discretion of the GCNEP authorities and willingness of the Agency on mutually agreed terms & conditions.
37.	No housing accommodation will be provided by GCNEP to the workforce employed by the agency. No medical facilities will be provided by GCNEP to the workforce employed by the agency. The shortlisted Firm/ Agency shall be responsible for meeting the medical treatments of its engaged workers. The firm/agency shall also maintain an 'Emergency Medical Kit', one at each site, for its workers.
38.	No other support including conveyance to the place of duty will be provided by GCNEP to

	the workforce employed by the agency.									
39.	Payment of Minimum Wages to Workforce: it is the responsibility of agency to fulfill minimum wages criteria as per exiting labour laws.									
40.	<p>This contract does not allow any escalation whatsoever except on account of -</p> <p>a) Revision of Wages by Government b) Increase in Statutory Taxes</p> <p>"The price quoted by the contractor shall remain fixed during the tenure of the contract and no escalation shall be allowed whatsoever except on account of increase in the statutory compliance. Such increase will be compensated on production of documentary evidence".</p>									
41.	In case of unsatisfactory performance/ works, agency will be issued one month notice for improvement. If satisfactory improvement is not noticed even after this notice period, a termination notice will be issued to the agency. During the notice period, the agency shall continue to discharge its duties/ obligations as per the terms and conditions of this contract. Notwithstanding any clauses, contract can be terminated with immediate effects on disciplinary grounds.									
42.	The agency shall handover vacant premises to GCNEP and should return all the equipment/fixtures/ items/ facilities etc. issued/ handed over to the agency during the contract, once the contract period is over/ terminated or on demand by GCNEP.									
43.	<p><b>Penalty/ Deductions</b></p> <p>Any deterioration/ deficiency in works and delay in on-demand items shall attract deduction/ penalty/ fine under the following provisions:</p> <table border="1"> <thead> <tr> <th>Item No</th> <th>Item Description</th> <th>Penalty/ Deductions (Rs/ day)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Secretarial assistance to Office Works</td> <td>1400</td> </tr> <tr> <td>2.</td> <td>Carrying out miscellaneous office works</td> <td>2400</td> </tr> </tbody> </table> <p>Note: Any complaint regarding deterioration/deficiency of works shall be registered by the users in the complaint register and the final decision would be taken by Engineer-In-charge (EIC) GCNEP. GCNEP reserves the right for such deductions from the running/ final bill/ PG/ Security Deposit.</p>	Item No	Item Description	Penalty/ Deductions (Rs/ day)	1.	Secretarial assistance to Office Works	1400	2.	Carrying out miscellaneous office works	2400
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1.	Secretarial assistance to Office Works	1400								
2.	Carrying out miscellaneous office works	2400								
44.	<p><b>BILLS AND PAYMENTS:</b></p> <p>i) No advance payment will be made to Agency. Payment shall be made on satisfactory completion of service and on receipt of the pre-receipt/ bills on or before 5th of each month along with the following documents:</p> <p>a) PAN Number, GST Number &amp; Service Tax registration number b) The bank details, i.e., Name &amp; address of Bank, Cancel cheque, IFS code, nature of account etc. c) Work order number &amp; period of bill d) Rendered service report e) Attendance sheet duly signed by the EIC</p>									

	<p>f) Documentary proof of having paid the wages to the employees  g) Copy of ESI &amp; EPF statement  h) Copy of GST returned filled in previous month  i) Copy of complain against contractual workforce &amp; any deterioration/ deficiency in services provided, if any</p> <p>ii) The payment shall be made based on service provided and shall be made through RTGS/ ECS.  iii) The Agency has to disburse the salary/wages, as per Minimum Wages Act, to its workmen latest by 10<sup>th</sup> of every month.  iv) TDS will be deducted from each bill as per Income Tax rules applicable from time to time.  v) The Agency will be liable to pay for any expenses, loss or damage, which GCNEP may incur or sustain for reason attributable to lapses by the Agency.  vi) The Agency will not be eligible to claim any interest on account of delay in receiving any payment.</p>
45.	<p>Details of Workforce deployed: The agency shall submit a list of workers, with complete details including local/ permanent addresses, contact details, and their photographs etc, for approval, which may be allowed to work at GCNEP. GCNEP reserves right to reject any or all the names without assigning any reason thereof.</p>
46.	<p><b>JURISDICTION AND ARBITRATION:</b></p> <p>i) “Ignorantia juris non excusat” or Ignorance of Law is no excuse; hence the proprietors should have thorough knowledge of contract and Labour Laws and other statutory components as revised from time to time.  ii) The proprietor will have to present himself in person for all dealing with GCNEP. No dealing through representative on Power of Attorney is permitted.  iii) Arbitration:  a. Any dispute or differences of any nature whatsoever, any claim, cross claim, counter claim or set off of GCNEP against the Agency or regarding any right, liability, act, omission on account of any of the parties hereto arising out of or in relation to this agreement shall be referred to the sole arbitration of GCNEP. The Agency will not be entitled to raise any object to any such arbitrator on the ground that the arbitrator is an officer of GCNEP or that he has dealt with the matters to which the contract relates or that in the course of his duties as an officer of GCNEP, he has expressed views on all or any other matters in dispute or difference. In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, GCNEP can designate another person to act as an arbitrator in accordance with the terms of agreement to the end and intent that original arbitration shall be entitled to continue the arbitration proceedings not withstanding his transfer or vacation of office. If GCNEP does not designate another person to act as arbitrator such person shall be entitled to proceed with the reference from the point at which was left by his predecessor. It is also a term of contract that no person other than a person nominated by GCNEP shall act as arbitrator hereunder. The award of the arbitrator so appointed shall be final, conclusive and binding on all the parties to the agreements subject to the</p>

	<p>provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under for the time being in force shall to the arbitration proceedings under this clause.</p> <p>b. The award shall be in writing and published by the arbitrator within twelve months of entering the reference or within such extended time not exceeding further twelve months as the parties may agree in writing.</p> <p>Jurisdiction: Any application or other proceeding in respect to anything arising under the agreement shall fall in the jurisdiction of the court in the district of Jhajjar (Haryana) alone. Any award or awards made by the sole arbitrator here under shall be filed in the concerned courts in the district of Jhajjar (Haryana) only.</p>
47.	Quotation must also indicate the validity of offer. <b>The offer should be valid for a minimum of 120 days.</b>
48.	If for unforeseen reasons (i) Pre-Bid Meeting date, (ii) Due date for Submission of quotations and (iii) Date & time for opening of Eligibility & Technical Bid falls on a Government Holiday, the corresponding date should be considered as the next working day.
49.	GCNEP reserves the right to accept / reject any or all quotations without assigning any reason.

## PART E: Document Checklist

<b>i) Document Checklist for ELIGIBILITY BID</b>
<b>Sealed Cover-I super-scribed "ELIGIBILITY" must contain the following documents:</b>
1) DD/Pay Order towards the Tender Cost (non-refundable, non-transferable).
2) DD/Pay Order towards the Earnest Money Deposit (EMD) for the works.
3) Duly filled <b>Annexure-A (Section-III)</b> , on company letterhead.
<b>ii) Document Checklist for TECHNICAL BID</b>
<b>Sealed Cover-II super-scribed "TECHNICAL BID" must contain the following documents:</b>
1) Duly filled <b>Annexure-B (Section-III)</b> , on company letterhead.
2) Duly filled <b>Annexure-C (Section-III)</b> , on company letterhead.
3) Self-attested copy of Company Registration Certificate.
4) Self-attested copy of copy of GST number, PAN number, PF registration number, ESI number/ certificates.
5) Latest Bank Solvency Certificate.
6) CA Certificate of Financial Turnover for the last three consecutive financial years.
7) The Profit/ Loss statement of the company for the last three years, ending 31 <sup>st</sup> March 2018.
8) Power of Attorney/ Authorization for signing the bid documents.
9) Signed & Stamped copy of <b>SECTION-I</b> and <b>SECTION-II</b> of this Tender document.
10) Details of Relative in GCNEP (if any): Name, Unit, Position Held, Relationship (for more information please refer Enlistment Rules, CPWD Works Manual).

11) Any additional documents in support, as found suitable by the agency.

**iii) Document Checklist for FINANCIAL BID**

**Sealed Cover-III super-scribed "FINANCIAL BID"** must contain the following document(s):

**1)** Duly filled-in, Signed & Stamped copy of **Annexure-D (Section-III)**, on company letterhead.

-Sd-

Global Centre for Nuclear Energy Partnership  
For & on behalf of the President of India

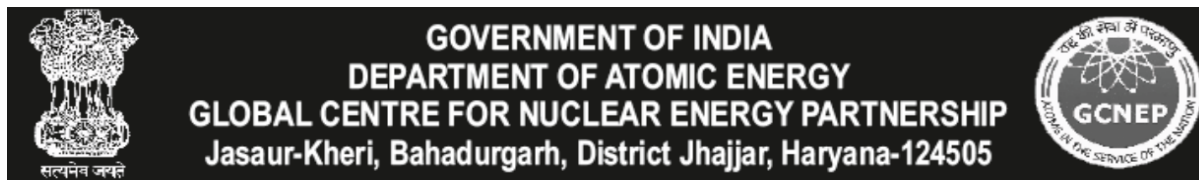
Enclosed:

1) Section-I to III

Total No. of Pages in this document: **22 Pages**

**NOTE: CORRIGENDUM (S)/ CLARIFICATION (S), IF ANY, SHALL BE UPLOADED ON WEBSITE [www.gcnep.gov.in](http://www.gcnep.gov.in). For any queries, approach GCNEP Helpdesk: Information, Suggestions and Feedback: [help@gcnep.gov.in](mailto:help@gcnep.gov.in)**

## NIT FOR PRESS



Advt. No.: GCNEP/Advt/18/10-12

Website: [www.gcnep.gov.in](http://www.gcnep.gov.in)

### NOTICE INVITING TENDER

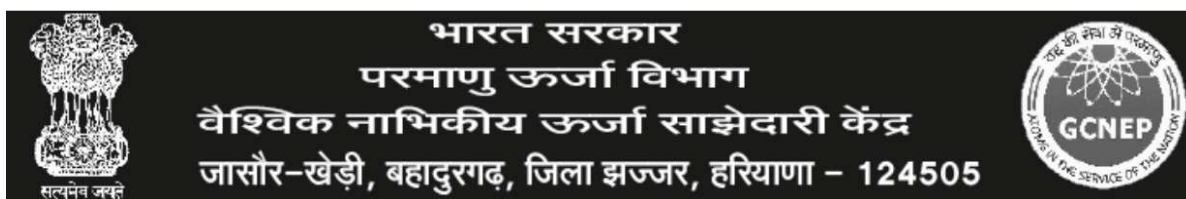
Sealed tenders are invited from reputed, qualified, experienced, technically and financially sound agencies for work at global centre for nuclear energy partnership (GCNEP) Bahadurgarh, Haryana:

**NIT NO.:** GCNEP/NIT/18/10-12 **Date:** 15/10/2018

**Name of works:** - Typing, Xeroxing, Data Entry, Register Maintenance & Miscellaneous Office Assistance Works at GCNEP, Jasaur-Kheri, Bahadurgarh, Haryana

Detailed tender notice, Specifications and terms and Conditions can be downloaded from our website [www.gcnep.gov.in](http://www.gcnep.gov.in). Corrigendum(s)/ clarification(s), if any, shall be issued on website only. Agency is requested to visit our website regularly to keep themselves updated. Tender document can be downloaded till **09/11/2018** and last date for submission of bid is **12/11/2018** till 16:00Hrs.

Project Director, GCNEP



विज्ञापन संख्या: जी. सी. एन. ई. पी./विज्ञापन/18/10-12

वेबसाइट: [www.gcnep.gov.in](http://www.gcnep.gov.in)

### निविदा सूचना

वैश्विक नाभिकीय ऊर्जा साझेदारी केंद्र (जी. सी. एन. ई. पी.) बहादुरगढ़, (हरियाणा) प्रतिष्ठित, तकनीकी एवं वित्तीय रूप से सक्षम और अनुभव प्राप्त एजेंसीयो से निम्न कार्य हेतु मोहरबंद निविदाओं को आमंत्रित करता है:

निविदा संख्या: **जी. सी. एन. ई. पी./ निविदा/18/10-12 दिनांक: 15/10/2018**

कार्य: जी.सी.एन.ई.पी., जसौर-खेड़ी, बहादुरगढ़, हरियाणा में टाइपिंग, जेरोक्सिंग, डाटा एंट्री, रजिस्टर रखरखाव और विविध कार्यालय सहायता कार्य।

विस्तृत निविदा सूचना, विशिष्टताएं और शर्तें एवं निबंधन हमारी वेबसाइट [www.gcnep.gov.in](http://www.gcnep.gov.in) से डाउनलोड की जा सकती है। इस सन्दर्भ में कोई भी शुद्धिपत्र/ स्पष्टीकरण केवल हमारी वेबसाइट पर ही जारी किया जायेगा। आवेदक कृपया ऐसी किसी भी जारी के लिए हमारी वेबसाइट नियामित रूप से देखते रहे। निविदा पत्र **09/11/2018** तक डाउनलोड किये जा सकते हैं एवं निविदाये **12/11/2018** के अपरान्ह 04:00 बजे तक स्वीकार की जाएगी।

परियोजना निदेशक, जी. सी. एन. ई. पी.

## SECTION-II

### TECHNICAL SPECIFICATIONS

#### 1. Detailed Scope of Work

Global Centre for Nuclear Energy Partnership (GCNEP) is one of the units of Department of Atomic Energy (DAE) at Jasaur Kheri and Kheri Jasaur, Bahadurgarh, Haryana. The work is spread across two sites – (a) GCNEP Township and (b) GCNEP Campus. The approximate separation via road between GCNEP Township and GCNEP Campus is 3 Km.

The description of works is as follows:

Item. No. (1)	Item Description (2)
1.	Secretarial assistance to office works as under: i) Preparation of noting/letter/documents ii) Filing of office documents/ communications iii) Data entry using MS Office, Excel etc. iv) Recordkeeping of the office files/documents v) Indexing of the office files/documents vi) Retrieval of the office files/documents vii) Office bill collection, submission & obtaining receipts etc. thereof viii) Maintaining miscellaneous office registers ix) Fax transmission & receiving
2.	Carrying out miscellaneous office works as under i) Shifting of the office items & accessories ii) Shifting of office files/reports/documents iii) Dusting of office files/reports/documents iv) Daily locking and unlocking of office rooms in the morning, evening and as per requirements v) Entering office stock items in stock register & maintaining physical stock items vi) Photocopy/Xerox/ Scanning of documents vii) Stapling/ binding documents viii) General office assistance as instructed

Minimum qualification & minimum number of workforce to be deployed under each Item Number above, is as below:

Item No.	Work force type with qualification	Required No.	Category
1	graduation or senior secondary with computer diploma & having fluency in English writing and speaking	1	Skilled
2	senior secondary with Xeroxing & scanner machine knowledge	2	Semi-skilled
Total		3	

**Note: Requirements under a particular item number may vary at any time & the agency has to extend service under said item number as per quoted rates. Any such additional requirements for a particular Item No. shall call for additional workforce as specified for the respective Item Category.**

## SECTION-III

## ANNEXURES



To be put in the SEALED COVER-I super scribed “ELIGIBILITY”

To be submitted on company letterhead

**Annexure-A**

**ELIGIBILITY**

**UNDERTAKING**

It is certified that my firm/agency/company has never been **blacklisted** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of Haryana or any other State Government and no criminal case is pending against the said firm/ agency as on \_\_\_\_\_.

Further, I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another agency on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in GCNEP / DAE in future forever. Also, if such a 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.

Place:

Date: \_\_\_/\_\_\_/\_\_\_

Signature

Name of the Signatory

Name of the firm/agency

Seal of the firm/agency

To be put in the SEALED COVER-I super scribed "TECHNICAL BID"

To be submitted on company letterhead

**Annexure-B**

**TECHNICAL BID**

(To be submitted as a part of acceptance of the BG format)

**FORM OF PERFORMANCE SECURITY - BANK GUARANTEE BOND (BG)**

1. In consideration of the President of India (hereinafter called "The Government") having agreed under the terms and conditions of Letter of Intent / Agreement No..... dated..... made between .....and ..... (hereinafter called "the said Agency {s}" ) for the work ..... (hereinafter called "the said Letter of Intent / Agreement") having agreed to production of an irrevocable bank Guarantee for Rs..... (Rupees ..... only), as a security /guarantee from the agency (s) for compliance of his obligations in accordance with the terms and conditions in the said agreement, we ..... (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the Government an amount not exceeding Rs. .... (Rs.....only) on demand by the Government.
2. We ..... (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Agency (s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... Rupees.....only).
3. We, the said bank, further undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Agency (s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.  
The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Agency (s) shall have no claim against us for making such payment.
4. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the Government certifies that the

terms and conditions of the said Agreement have been fully and properly carried out by the said Agency (s) and accordingly discharges this guarantee.

5. We ..... (indicate the name of Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Agency (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Agency (s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Agency (s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said Agency (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Agency (s).
7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
8. This guarantee shall be valid up to ....., unless extended on demand. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees ..... only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and Sealed

Dated the ..... day of .....for .....(indicate the name of Bank)

\* \* \*

**We have read the above “FORM OF PERFORMANCE SECURITY - BANK GUARANTEE BOND (BG)”, and undertake to produce the same duly filled on demand.**

Place:

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature

Name of the Signatory

Name of the  
firm/agency

Seal of the  
firm/agency

To be put in the SEALED COVER-II super scribed **“TECHNICAL BID”**

To be submitted on company letterhead

### Annexure-C

### **TECHNICAL BID**

#### DETAILS OF THE AGENCY

1.	Name of the Firm/ Agency:				
2.	Address with Phone Number				
3.	Registration No of the Firm: (attach a copy)				
4.	Name, Designation, Address, Telephone No. & email-id of the Authorized person to deal with:				
5.	PAN Number: (attach a copy)				
6.	GST Number (attach a copy)				
7.	E.P.F. Registration No. (attach a copy)				
8.	E.S.I. Registration No. (attach a copy)				
9.	Details of Tender Fee enclosed				
10.	Details of EMD enclosed				
11.	Experience details of last five consecutive years for providing similar work (a work completion certificate issued by the institute/ organization where the job was/is-being carried out may be asked for, for verification)				
	<b>Name of Organization with complete address and telephone number to whom services provided</b>	<b>Details of work carried out with date including ongoing works</b>	<b>Stipulated completion time</b>	<b>Actual completion time</b>	<b>Value (Rs.)</b>
	i)				
	ii)				
	iii)				
12.	Whether Terms and conditions of this work enquiry duly accepted				

\*Note: Add rows as per the requirements.

This is to certify that I/ we have carefully read the contents of the enquiry and fully understood all the terms and conditions therein and undertakes myself/ourselves to abide by the same.

Place:

Date: \_\_\_/\_\_\_/\_\_\_

Signature

Name of the Signatory

Name of the  
firm/agency

Seal of the  
firm/agency

To be put in the SEALED COVER super scribed as "FINANCIAL BID"

**Annexure-D****FINANCIAL BID****To be Signed & Stamped on each page****NIT No: GCNEP/NIT/18/10-12 Date: 15/10/2018****Name of Works: Typing, Xeroxing, Data Entry, Register Maintenance & Miscellaneous Office Assistance Works at GCNEP, Jasaur-Kheri, Bahadurgarh, Haryana****Name of the Firm/ Agency (with address):****Note:**

- 1) The work is spread across two sites – (a) GCNEP Township and (b) GCNEP Campus. The approximate separation via road between GCNEP Township and GCNEP Campus is 3 Km.
- 2) The quoted rates must include all consequential charges. A cost comparison shall be done on Total Cost basis.
- 3) Requirements under a particular item number may vary at any time & the agency has to extend service under said item number as per quoted rates. Any such additional requirements for a particular Item No. shall call for additional workforce as specified for the respective Item Category.
- 4) The scope of work under individual Items and the corresponding eligibility/ requirements are detailed in "SECTION-II TECHNICAL SPECIFICATIONS".
- 5) The individual items shall be measured on a daily basis for a month and the payment shall be made on a lump sum basis as one amount on monthly basis.
- 6) The work done over a period of one month in item number (1) & (2) treated as one set.
- 7) Each set under different Item No. is treated as independent of each other and all sets to be executed in parallel.

Item No. (1)	Item Description (2)	Unit (3)	Quantity (4)	Base Rate without GST (Rs.) (5)	Base Amount (Rs.) (6)= (4) X (5)	GST on (6) (7)	Total Amount (Rs.) (8)= (6) + (7)
1.	Secretarial assistance to office works as under: i) Preparation of noting/letter/documents ii) Filing of office documents/communications iii) Data entry using MS Office, Excel etc. iv) Recordkeeping of the office files/documents v) Indexing of the office files/documents vi) Retrieval of the office files/documents vii) Office bill collection, submission & obtaining receipts etc. thereof viii) Maintaining miscellaneous office registers ix) Fax transmission & receiving	Set	12			GST @____ Rs. ____	

2.	Carrying out miscellaneous office works as under i) Shifting of the office items & accessories ii) Shifting of office files/reports/documents iii) Dusting of office files/reports/documents iv) Daily locking and unlocking of office rooms in the morning, evening and as per requirements v) Entering office stock items in stock register & maintaining physical stock items vi) Photocopy/Xerox/ Scanning of documents vii) Stapling/ binding documents viii) General office assistance as instructed	Set	12			GST @____ Rs. ____	
Total cost per year (inclusive of all taxes and overheads)							Rs. _____

Total cost per year (inclusive of all taxes and overheads) = \_\_\_\_\_ (in words)

This is to certify that before signing this offer I have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Our offer is valid for One hundred Twenty (120) days from the date of submission.

Place:  
Date:

Signature  
Name of the Signatory  
Name of the firm/agency