

Government of India  
Department of Atomic Energy  
HEAVY WATER BOARD

V.S. Bhavan, 5<sup>th</sup> floor,  
Anushaktinagar, Mumbai 400 094

**NOTICE INVITING TENDER NO.HWB/NL/2020/01**

Sealed item rate tenders are invited on behalf of President of India by the Executive Director (Tech), Heavy Water Board(HWB) from approved and eligible contractors up to **1500 hrs. on 06/08/2020** for the following work at HWB, 5<sup>th</sup> floor, V.S.Bhavan, Anushaktinagar. The eligibility of prospective bidders for the purpose of issue of Tender document will be decided either through valid registration in appropriate class and/or production of certificates indicating experience of successful completion of at least one similar work costing not less than **Rs. 1.94 lakh** or two similar works costing not less than **Rs. 1.46 lakh** each or three similar works costing not less than **Rs.0.97 lakh** each during the last seven years. The bidders not having experience of executing similar work will not be issued tender documents. Similar work means “**Designing, Printing including all related work (DTP, Processing, Art-work, Photo Scanning, Photo Editing and Touch-up) and supply of booklets**”. In addition, the following shall also be produced by bidders at the time of purchase of tender documents.

- (i) Bank Solvency Certificate for **Rs.0.97 lakh**
- (ii) Certificate of average Annual Turnover for the last 3 years for **Rs. 2.43 Lakh** for year ending March 2019 or March 2020.

Name of the work	<b>Designing, printing including all related work ( DTP, processing, Art work, photo scanning, photo editing and touch up) and supply of Newsletter”</b>
Estimated cost	<b>Rs.2,42,765 (Inclusive of GST)</b>
Time of completion	Three Calendar Month
Earnest Money Deposit	<b>Rs.4855/-</b> in the form of crossed Demand Draft or Deposit at Call Receipt or FDR or Bankers Cheque of any Scheduled Bank, drawn in favor of P&AO, HWB.
Security Deposit	A sum at the rate of 2.5% of the gross amount of each running and final bill till the sum deducted will amount to security deposit of 2.5% of the tendered value of the work.
Performance Guarantee	5% of tendered and accepted value of work.
Cost of Tender Document	Rs.500/- (non-refundable) in the form of crossed DD/cash, drawn in favor of P&AO, HWB payable in any scheduled bank situated in Mumbai.
Date of Sale of Tender Document	<b>23/07/2020 to 04/08/2020</b> on any working day between <b>10:00 to 16:00</b> hrs., Blank Tender documents can be had from the Office of “ <b>Pay and Accounts officer</b> ”, HWB, Zero Floor, V.S. Bhawan, Anushakthinagar, Mumbai-400094.

Last Date of Receipt of Tenders	<b>Upto 1500 hrs. on 06/08/2020</b> in Tender Box kept near security desk of HWB with name of work mentioned at 5 <sup>th</sup> floor,V.S. Bhavan, Mumbai - 400094.
Date of Opening of Tenders	<b>1530 hrs. on 06/08/2020</b> in the office of Manager(IT), HWB, V.S. Bhavan, Mumbai - 400 094.
Date of Validity of Tender	90 days from date of opening of Tender.

2. Department reserves the right to reject issue of Tender documents of the agencies who are not fulfilling the NIT stipulations and /or having unsatisfactory report on the works carried out by them in the past without assigning any reason thereof.
3. The request for issue of Tender Document along with proof of eligibility criteria and documents mentioned above should be addressed to **Pay & Accounts Officer, Heavy Water Board, Mumbai** along with cost of tender document. The dates of various activities mentioned above will be strictly adhered to. The tender document will not be sent by post.
4. Tenders should be placed in sealed covers with the name of work written on the envelope in the designated tender box within the stipulated time as indicated above will only be accepted and opened. Earnest Money Deposit in the form mentioned above should be enclosed with the tender. Tenders not accompanied by the Earnest Money Deposit will be summarily rejected. EMD in the form of cheques will not be accepted.
5. In case the last date of issue and/or the date of receipt and opening of tender is declared as Holiday, the respective dates shall be treated as postponed to the next working day, correspondingly.
6. The tenderers should quote the rates in figures as well as in words. The amount for each item should be worked out and the requisite totals given. All corrections shall be attested by the dated initials of the tenderer. The tenderers not tendering for this work after purchase of the tender documents and drawings are advised to return the tender documents and drawings to the office of the undersigned within 15 days from the due date of opening of tender. However, the cost of tender documents will not be refunded.
7. The Earnest Money Deposit (E.M.D.) amounting to **Rs.4855/-** shall be deposited in the form of cash /Treasury challan /Crossed Demand Draft / Deposit at Call Receipt of a Scheduled Bank guaranteed by the Reserve Bank of India / Banker's cheque of a Scheduled Bank /Fixed Deposit Receipt from any of the Scheduled Banks drawn in favour of **Pay & Accounts Officer, HWB, Mumbai.**

NOTES:

- i) Earnest Money (EMD) for the work shall be deposited as indicated in the NIT notification.
- ii) Tenders not accompanied by the Earnest Money Deposit (E.M.D.) will be summarily rejected.
- iii) Cheques and Bank Guarantee for the EMD will not be accepted.
- iv) The F.D.R. shall be accepted only if it is (a) Valid for six months or more from the date of opening of Financial Bids, (b) It is pledged in favour of **Pay & Accounts Officer, HWB, Mumbai.**

8. The tenderer, whose tender is accepted, will be required to furnish by way of Performance Security and Security Deposit (SD) for the due fulfillment of his contract as specified under clause – 1 and 1-A of General Conditions of Contract (GCC).
9. The tenderer should have responsible and responsive office with adequate powers to take speedy decisions during the entire period of execution at the work place.
10. The competent authority, on behalf of President of India, does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all the tenders received, without the assignment of a reason. All tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or put forth any condition by the tenderer, including that of conditional rebates, shall be summarily rejected. However, tenders with unconditional rebate will be acceptable.
11. The competent authority, on behalf of President of India, reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
13. Special care shall 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 word. In case of figures, the words Rs. should be written before the figures of rupees and word P after decimal figures, e.g. Rs.2.15P. and in case of words 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.
14. On acceptance of the tender, the name of the accredited representative(s) of the contractor, who would be responsible for taking instructions from the Engineer-in-Charge, shall be communicated to the Engineer-in-Charge.
15. G.S.T or any other tax on materials in respect of the contract including state Sales tax and Turnover tax etc. if any shall be payable by the tenderer and Government will not entertain any claim whatsoever in this respect.

As per the directives of the tax authorities, the tax due at the rates notified by the Government from time to time, shall be deducted if any applicable from the bills along with income tax payable by the Contractors, for which TDS certificate shall be issued by the Department.
16. The Rates quoted shall be inclusive of all material, men, equipment/ plant/machinery transport required for satisfactory completion of item in all respects and should be inclusive of all taxes, duties and levies like GST, labour cess, seigniorage, excise duty etc. as applicable as on last date of submission of offer.
17. The tenderer shall not be permitted to tender for works in the Department in which his near relative is posted as equivalent to Accounts Officer or as an officer in the capacity of grades Scientific Officer/”C” and above. He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to

any gazetted officer in the Department of Atomic Energy. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.

18. The tenderer shall give a list of Gazetted and non-gazetted employees in DAE, who are related to him.
19. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years of his retirement from Government services, without the previous permission of the Government of India. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
20. The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of financial bids of tenders/depositing of EMD. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money absolutely.
21. It will be obligatory on the part of the tenderer to sign all the pages of the tender documents affixing his stamp. All rates shall be quoted on the proper form of the tender alone.
22. Rates quoted by the tenderers in item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. However,
  - i) If a discrepancy is found, the rates that correspond with the amount worked out by the contractor shall be taken as correct.
  - ii) 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 will be taken as correct, not the amount.
  - iii) Where the rate quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, then the rates quoted by the contractor will be taken as correct, not the amount.
23. The tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of ground and sub-soil (so far as practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

24. The Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall within 15 days from the stipulated date of start of the work, sign the contract agreement consisting of: The Notice Inviting Tender, all the documents including all conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.



ED(Tech),HWB  
For and on behalf of the President of India.