

**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
HEAVY WATER BOARD**

Notice Inviting Tender for Housekeeping work of HWB office at 5th floor (north & south wing), 4th floor (south wing), 'O' floor (part of north wing) & HWB Garage of V.S.Bhavan at Anushaktinagar, Mumbai – 94.

Chief Administrative Officer, Heavy Water Board, on behalf of President of India invites sealed tenders from eligible contractors for the work of housekeeping services in the Heavy Water Board, Vikram Sarabhai Bhavan, Anushakti Nagar, Mumbai – 400 094.

Name of the work	Housekeeping services of HWB office at 5 th floor (north & south wing), 4 th floor (south wing), 'O' floor (part of north wing) & HWB Garage of V.S.Bhavan at Anushaktinagar, Mumbai – 94.
Estimated cost	Rs.18.50 lakhs
Time of completion	24 months
Earnest Money Deposit	Rs.37,000/- in the form of crossed Demand Draft or Deposit at Call Receipt or FDR of any Scheduled Bank, drawn in favour of P&AO, HWB along with the Bid in separate sealed cover.
Cost of Tender Document	Rs.500/- (By Cash/Demand Draft)
Performance Guarantee & Security Deposit	5 % PG + 2.5 % SD of the Tendered Amount
Date and place of Sale of Tender Document	06.02.2019 to 14.02.2019 (during working hours) from the offices of P&AO, HWB, V.S.Bhavan, 'O' floor, Anushaktinagar, Mumbai – 94.
Pre – Bid Meeting	Pre-bid meeting to be held on 15.02.2019 at 1400 hrs. Venue : HWB, 4 th Floor, Vikram Sarabhai Bhavan, Anushakti Nagar, Mumbai – 400 094
Date of Receipt of Tenders	1500 hrs. on 21.02.2019 in General Administration Section of Heavy Water Board, V.S.Bhavan, 4 th floor.
Date of Opening of Tenders	1530 hrs. 21.02.2019
Date of Validity of Tender	90 days from date of opening of Tender

The contract will be awarded initially for a period two year. However it may be extended by the HWB in its sole discretion for a further period of up to one year, subject to satisfactory performance on the same rates, terms and conditions.

Tender must be properly/duly sealed and addressed to the undersigned by designation having clearly superscripted name of contract at outer envelope. The acceptance of the tender rests upon the undersigned with a right to reject the tender without assigning any reason.


Chief Administrative Officer, HWB

SVD

alk
05.2.19

RK

Checklist for Documents to be submitted along with the bid.

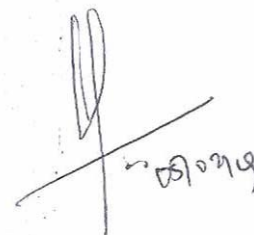
S.No	Particulars of documents
1.	Bid Security (EMD) of Rs.37,000/-(Rupees Thirty Seven Thousand only)
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, office / residential address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.
3.	Self-attested copy of the PAN card issued by the Income Tax Department
4.	Self-attested copy of Service Tax Registration No.
5.	Self-attested copy of valid Registration number of the firm/agency.
6.	Self-attested copy of valid Provident Fund Registration number, if applicable.
7.	Self-attested copy of valid ESCI Registration No.. if applicable
8.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.
9.	Proof of experiences supported by documents from the concerned organizations.
10.	Proof of Average Annual turnover supported by audited balance sheet
11.	Duly filled and signed Annexures- 1 to 5
12.	Satisfactory Performance certificate from the Departments / Institutions where the tenderer has been providing such services during the previous five years.
13.	Proof of ISO certification of the firm, if available
16.	Documents evidencing authorization to submit the bid on behalf of the bidding company / firm / consortium viz power of attorney , board resolution etc.
17.	Latest Bank Solvency Certificate

Note :

In case more than one firm quotes the same rates the weight age shall be given to the bidder as follows :-

A) First preference / weight age shall be given to the firm having more experience satisfactorily performing housekeeping / sanitation services in Government Departments.

B) If there is a tie even after considering the above criteria (First Preference / Weightage) then the second preference / weightage shall be given to the firm having more volume of average turnover for the last three years.


2019

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on _____ or before date of bid opening)

To

Subject:-Authorization for attending bid on..... (date) in the
Tender.....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on
behalf of(Bidder) in order of preference given below:

	<i>Order of Preference</i>	<i>Name</i>	<i>Specimen Signature</i>
I.	_____	_____	_____
II.	_____	_____	_____

Alternate Representative


Signature of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.


for the use of