

**GOVT. OF INDIA
DIRECTORATE OF ENFORCEMENT, HEADQUARTERS
6TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET, NEW DELHI – 110003**

EOI TENDER NO. D-6/8/2018 DT: 17.08.2018

**INVITATION OF EXPRESSION OF INTEREST TENDER FOR EMPANELMENT OF
CONTRACTORS FOR OFFICE RENOVATION WORK/CIVIL/SANITARY/PLUMBING,
WOODWORK/INTERIOR ELECTRICAL/FLOORING/FALSE CEILING/MS
FABRICATION WORKS ETC.**

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**CHAPTER – 1
NOTICE INVITING EOI TENDER**

Directorate of Enforcement, Hq Office (ED) invites Bids for empanelment of contractors for undertaking Office renovation/civil /sanitary/plumbing/woodwork/internal electrical/ flooring/false ceiling /MS fabrication etc. from the contractors / firms/ organisations based in Delhi / NCR having work experience with CPWD/State PWD/MES/Railways/ Govt. / Semi Govt. Organisation .

The interested contractors may find the details and apply for empanelment in prescribed format, which can be downloaded from Enforcement Directorate's website <https://enforcementdirectorate.gov.in> or <https://eprocure.gov.in/eprocure/app>

The applications are to be submitted along with demand draft of Rs. 500/- towards the cost of application form in favour of "Directorate of Enforcement, Dept. Of Revenue, New Delhi".

Last date of receipt of complete empanelment document is upto 1100 hrs. on 10.09.2018.

Directorate of Enforcement, New Delhi reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

CHAPTER-II
OBJECTIVES AND SCOPE OF THE REQUIREMENT

1. Miscellaneous Office renovation works (which involves civil/ sanitary/ plumbing/ woodwork/ internal electrical works/ flooring/ false ceiling/ MS fabrication etc.) are carried out at Hq. Office of Directorate of Enforcement, New Delhi (Herein after called ED) to maintain the building / properties.
2. To carry out above works ED would like to select and empanel the eligible contractors for the purpose of limited tendering upto Rs. 5 lakh.
3. Directorate of Enforcement, New Delhi reserves the right to accept or reject, any or all the bids submitted in response to this EOI tender without assigning any reasons thereof.
4. At the time of limited tendering of the said works, tenders will be called from the empanelled contractors.
5. The work shall be carried out as per the ED's requirement as and when required. The works have to be completed within the stipulated time frame without obstructing functioning of the office work. The works have to be carried out usually after office hours on weekends i.e. Saturday , Sunday or on gazetted holidays. The work has to be completed to the entire satisfaction of the officer-in-charge of the work of ED.
6. Validity of empanelment will be maximum 3 years from the date of empanelment.

CHAPTER – III
INSTRUCTION TO THE BIDDERS

1.General

1. Bidders are advised to study the tender document carefully and thoroughly. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implication.
2. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract. No request for the change of time schedule of delivery of service shall be entertained on account of any local condition or factor once the offer is accepted by ED.
3. The tender committee with the approval of the competent authority reserves the right to relax any terms and conditions in the Govt. Interest.
4. Conditional bids will not be entertained and summarily rejected.
5. Optional bids will not be entertained and summarily rejected.
6. Bids not accompanied with the application fee will be rejected straightway.
7. The competent authority reserves the right to terminate/recall the tender at any stage due to administrative reasons.
8. The tender will be rejected straightway without assigning any reasons if the firm/company or their owners/partners/directors etc is/are involved in any criminal case.
9. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids
10. Application fee of Rs. 500/- (Rupees five hundred only) in the form of Account payee demand draft/pay order / Bankers cheque drawn in favour of Deputy Director (Admn), Enforcement Directorate, Hqrs, New Delhi must be submitted. The application fee is non-refundable. MSEs/MSME is exempted from submitting/depositing the application fee. The bidder shall have to enclose documentary proof to authenticate their firm's registration for MSE/MSME for the specific service to avail this exemption. Failure to submit the application fee would result in rejection of the bid.

11. SCHEDULE OF TENDER:

Date of issue of EOI	17.08.2018
Last date and time of receipt of Bid	10.09.2018 at 11:00 AM
Submission of pre Bid Query	27.08.2018
Reply of Pre Bid query	31.08.2018
Time and date of Opening of Bid	11.09.2018 at 11:30 AM

12. Bids should be will be opened online at <https://eprocure.gov.in/eprocure/app>
13. Bids shall remain valid for 180 days from the date of Bid opening. A bid valid for a shorter period may be rejected by the ED as non-responsive.
14. Registration with GST Department: The bidder should be registered with the Goods and Services Tax Department and **shall furnish the copies of the registration with the bid (Annexure-1)**
15. Printed terms and conditions of Bidder shall not be considered as forming part of their bids.
16. **The ‘Tender Acceptance letter’ (Annexure-2) duly signed and stamped by the bidder should be attached with the bid.**
17. All Bidders participating in the EOI tender must attach copy of the list of their owners, partners, directors, etc. in Schedule-A and also attach **an undertaking** to the effect that the firm is neither blacklisted by any Govt. Dept. Nor any Criminal case is registered against the firm or its owner or partners or directors anywhere in India. Any firm black listed by any Govt. Deptt. Or having any criminal case registered against it shall not be considered for this tender. **(Annexure-3)**
18. The bid shall contain no interlineations; errors or overwriting and all pages of the bid must be signed and sequentially numbered by the Bidder.
19. Contents of the Bid (mandatory):

i.	Application fee of Rs. 500/-	Chapter-III (Para 10)
ii.	Copy of GST Registration Certificate	Annexure-1 Ch.III (Para-14)
iii.	Tender Acceptance letter	Annexure-2
iv.	Schedule-A (Basic details of bidder)	
v.	Schedule-B (Financial details)	
vi.	Schedule-C (Work experience)	
vii.	Annexure-3	Undertaking as per Chapter IV Point No.7 & Ch. III No.17
viii.	attested true copy of the solvency certificate	Chapter-IV No.4

20. **Procedure for submission of Bids:** Bidders are advised to follow the procedure of CPP Portal for uploading and submitting their tenders online at <https://eprocure.gov.in/eprocure/app>
21. **Empanelment of the Bidder:** Prior to the expiry of the period of bid validity, the ED will notify the selected Bidder for empanelment. Empanelled contractors will be sent request for submission of tender at the time of limited tendering of the works for which they will be empanelled. If need for extension of the bid validity period arises, it should be extended by mutual agreement.

22. The ED shall have the right to terminate the Empanelment in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the ED's convenience, the extent to which performance of work to be done by empanelled contractors and the date upon which such termination becomes effective.
23. Resolution of Disputes: In case of dispute or difference arising between the ED and the empanelled contractors to any matter connected with this empanelment, the same shall be settled through amicable negotiations between a maximum of two(2) officers nominated by the Competent authority of ED and two(2) employees nominated by the Contractor, failing which, the dispute shall be submitted to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, and the Arbitrator's decision shall be final & binding. The language of arbitration shall be English. The venue of the conciliation and / or arbitration proceedings shall be in Delhi, India.
24. The ED may without prejudice to any other remedy for breach of contract, by thirty(30) days written notice of default sent to the contractor and upon the contractor's failure and neglect to propose and/ or execute any corrective action to cure the default, terminate the empanelment of the contractor:
- i) If the empanelled contractor fails to participate in the limited tender processing three times
 - ii) If the contractor fails to deliver the allotted work within the time period(s) specified in the contract
 - iii) If the contractor fails to perform any other obligations(s) under the contract.
25. On termination from the list of empanelment the contractor will be black listed.

CHAPTER – IV
BIDDER'S ELIGIBILITY

1. Bidders must have their office Delhi Or NCR Region.
2. The Bidder must be registered with GST Department. **(Submit copy of PAN Card & GST Regn. Certificate)**
3. The Bidder must not have incurred any loss and must have average annual financial turnover not less than Rs. 20 lakh during F.Y. 2014-15, 15-16 & 16-17. **Information to be supported by copy of Income Tax Return, Profit & Loss A/C & Balance sheet.**
4. Bidders should have a valid financial solvency of Rs. 3.00 lakh (Solvency certificate issued by a scheduled bank within last 6 months from ending of Empanelment bid ending date).
5. Have satisfactorily competed, one 'similar work' (in single contract) costing nor less than Rs. 4 lakh or two similar works costing not less than Rs. 2.5 lakh in Central Govt. / State Govt. / Autonomous bodies / PSUs/Corporate/Pvt. Companies during the period from 01.04.2013 to 31.07.2018. **A work order along with a work completion certificate as proof of work issued by the employer and work successfully completed by the contractors shall be submitted.**
6. The term 'Similar work' used above is defined as: Having experience categorically in the work relating to Office renovation works which involves civil, sanitary, plumbing, woodwork, internal electrical works, flooring, false ceiling, MS fabrication etc. in Central Govt./State Govt./ Autonomous bodies/PSUs/Corporate/Pvt. Companies offices.
7. Bidders should not have been debarred / blacklisted in CPWD or any other Central/ State Govt. Offices prior to the date of bid submission. Undertaking for the same shall be submitted . 'Annexure-3'
8. The enlistment of a contractor in ED shall only entitle him to be considered for issue of tender papers for limited tendering of concerned works subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on his either to be necessarily issue the tender papers or for award of work

CHAPTER-V
FORMATS FOR EMPANELMENT
(To be submitted by Bidder on his Letter Head)

Date: _____

To,
The Dy. Director (Admn),
Directorate of Enforcement,
6th Floor, Loknayak Bhawan,
Khan Market, New Delhi – 110003

Sub: Application for Empanelment of Contractors for Office renovation / civil/ sanitary /plumbing / woodwork/ internal electrical /flooring/false ceiling/MS fabrication work etc. at Hq. Office, New Delhi.

Dear Sir,

Having examined the details given in the Notification and specified in the EOI document for above work, including scope of work and time frame, I / We hereby submit all the necessary information, data, credentials and relevant documents as required for pre-qualifying me/us for empanelling us for the above mentioned works.

2. I/ we hereby understand that the statements made herein and the information given in the Schedules and Annexure to Pre-qualifying document are true and correct in all respect and in the event of any such statement or information being found to be wrong, misrepresented or concealed at any stage, I / we shall abide by the decision of ED for any action in this regard.

3. I / we are duly authorized on behalf of _____ in the capacity of _____ to submit the EOI (Empanelment) Bid document.

4. Necessary document, as admissible in law in respect of authority assigned to me / us on behalf of the organization for completion of the pre-qualifying document is attached herewith.

5. I / we understand that ED reserve the right to accept or reject any pre-qualification of any Bidder without assigning any reasons. ED's decision in this regard will be final and binding. I/ We also authorize ED to approach individuals, employers, firms and corporations to verify our competence, general reputation and particulars furnished by us.

Yours faithfully,

Place:

Date :

Signature:

Name:

Designation:

Name of Organisation:

SCHEDULE-A

1.	Name of the Bidder	
2.	Registered Office Address	
3.	Name of Partners/ Directors/ Proprietor as applicable	
4.	Name of the contact Person	
5.	Email address	
6.	Contact Number Telephone / Mobile No.	
7.	Status of the Firm/ Company (A copy of Certificate of incorporation, in case of company and copy of Partnership deed in case of partnership be attached)	
8.	Year of incorporation /establishment of the Company / firm	
9.	Registration Number of Bidder in MSMEs/MSEs (If yes furnish Regd. No. & submit the photocopy of certificate	

N.B. A work order along with a work completion certificate as proof of work issued by the employer and work successfully completed by the contractors shall be submitted.

Signature:
Name:
Designation:
Name of Organisation:

SEAL

SCHEDULE - B

FINANCIAL DETAILS

NAME OF BIDDER ORGANISATION : _____

1.	Name of the Banker	
2.	Full address of the Banker	
3.	Bank Account No. (Upload an unsigned cheque duly cancelled)	
4.	Solvency Certificate of Rs. 3.00 lakh (Rupees three lakh) only from a scheduled bank. (Upload attested true copy of the solvency certificate issued within six months from date of opening of the bid.	
5.	PAN	
6.	GST NO.	
7.	CIN	
8.	Annual Turnover in Indian Rupees for financial years 2014-15, 2015-16, 2016-17	FY 2014-15 :
		FY 2015-16 :
		FY 2016-17 :
9.	Annual Profit in Indian Rupees for last three Financial Years	FY 2014-15 :
		FY 2015-16 :
		FY 2016-17 :

N.B. Submit copy of PAN, GST Certificate, Income tax Return, P&L A/C, Balance sheet

Signature:

Name:

Designation:

Name of Organisation:

SEAL

SCHEDULE - C

WORK EXPERIENCE

NAME OF THE BIDDER ORGANISATION :.....

1.	Name and full address of employer / client	
2.	Work Order reference number with date	
3.	Nature of work (Work description)	
4.	Location	
5.	Contract Value	
6.	Contractual date of commencement of work	
7.	Date of completion of work	
8.	Reason for delay (if any)	
9.	Details of disputes / failure / litigation if any	

Signature:

Name:

Designation:

Name of Organisation:

SEAL

**TENDER ACCEPTANCE LETTER
(To be given on Organisation Letter Head)**

Date: _____

To,
The Dy. Director (Admn),
Directorate of Enforcement,
6th Floor, Loknayak Bhawan,
Khan Market, New Delhi – 110003

Sub: Acceptance of Terms & Condition of EOI Tender

Tender Reference No. _____

**Name of Tender: EOI Tender for Empanelment of Contractors for
Office renovation / civil/ sanitary /plumbing / woodwork/ internal
electrical /flooring/false ceiling/MS fabrication work etc. at Hq. Office, New
Delhi**

Sir,

I / We have downloaded / obtained the tender documents(s) for the
above mentioned tender from the website namely :.....
..... as per
your advertisement, given in the above mentioned website.

2. I / We hereby certify that I / we have read the entire terms and conditions
of the tender documents from page No. to (including all
documents like annexure, schedules etc., which form part of the contract
agreement and I / we shall abide hereby by the terms and conditions / clauses
contained therein.

3. The corrigendum(s) issued from time to time by your department /
organisation too have also been taken into consideration, while submitting this
acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above
mentioned tender document (s) / corrigendum(s) in its totality / entirely.

5. In case any provisions of this tender are found violated, then your
department / organization shall without prejudice to any other right or remedy
be at liberty to reject this tender / bid.

Yours faithfully,

Signature of the Bidder, with Official Seal

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON ORGANISATION LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION
UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT**

To,
The Dy. Director,
Directorate of Enforcement, Hq. Office,
6th Floor, Loknayak Bhawan,
New Delhi- 110003.

Sir,

I/We hereby confirm and declare that we, M/s -----
is neither blacklisted/ De-registered/ debarred by any Government department/ Public
Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/
Undertaken the works/ Services during the last 5 years nor any Criminal case is
registered against our firm or its owner or partners or directors anywhere in India.

For -----

Authorised Signatory

Date:

**CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS FOR
EMPANELMENT**

Sl. No.	Attributes	Marks	Evaluation
1.	Financial Strength [Average annual turnover: 30 Solvency Certificate marks:20]	50	i. 60% marks for minimum eligibility criteria ii. 100% marks for twice the minimum eligibility criteria or more in between (i) & (ii) - on pro-rata basis.
2.	Experience in similar class of works	40	i. 60% marks for minimum eligibility criteria ii. 100% marks for twice the minimum eligibility criteria or more
3.	For execution of work for State Govt. / Central Govt. Or PSUs	10	Govt. /PSU/Autonomous bodies- 10 marks Pvt. Companies - 5 marks

Minimum Eligibility marks is 59 marks.