

ADVERTISEMENT AS APPEARED IN NEWSPAPERS

TENDER NOTICE NO. 8/2014-2015

NCRA-TIFR Pune intends to prepare a pre-qualified panel of agencies for providing the following services :-

- a. Housekeeping / Cosmetic / Building upkeep.
- b. Garden Maintenance / development.
- c. Unskilled / Semi-skilled / skilled manpower.
- d. Freight forwarding and Customs Clearance.
- e. Servicing of 6 HP PMDC motors including loading and unloading.
- f. Repair / rewinding of 6 HP PMDC Motors.

Interested parties may visit our website

<http://www.ncra.tifr.res.in/ncra/ncra1/public-tenders-1> for details and downloading pre-qualification document on or before **25.02.2015**.

DETAILED TENDER NOTICE

NATIONAL CENTRE FOR RADIO ASTROPHYSICS
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
PUNE UNIVERSITY CAMPUS, PUNE 411007

The National Centre for Radio Astrophysics ([NCRA](#)) of the Tata Institute of Fundamental Research ([TIFR](#)) is a leading Centre for research in a wide range of areas in astronomy and astrophysics.

1. **NCRA-TIFR**, Pune, India invites applications for Pre-qualification of contractors for Providing the following Services :
 - a. Housekeeping / Cosmetic / Building upkeep.
 - b. Garden Maintenance / development.
 - c. Unskilled / Semi-skilled / skilled manpower.
 - d. Freight forwarding and Customs Clearance.
 - e. Servicing of 6 HP PMDC motors including loading and unloading.
 - f. Repair / rewinding of 6 HP PMDC Motors.

2. **Pre-qualification requirement.**

- a. Intending firms / contractors must have been registered with shops and Establishments, company incorporated, registered partnership firm etc.
- b. Must have a full-fledged office in Pune.
- c. Must have valid PF, ESI, Service Tax and VAT Registration and
- d. The intending contractor shall submit a declaration that he has not been debarred from tendering by any authority during last five year.
- e. Must have satisfactorily executed the above services during the last Five years ending 31.12.2014 i.e. from 2009 to 2014.

(i) Three contracts each costing not less than 40% of Estimated cost.

OR

(ii) Two contract each costing not less than 60% of Estimated cost.

OR

(iii) One contract costing not less than 80% of Estimated cost.

(iv) Solvency of Minimum of 40% of Estimated cost.

(v) Should not have incurred any loss for not more than two years during the last five years ending 31-03-2014.

(vi) Valid CHA Licence for Freight Forwarding and Custom Clearance.

3. Complete set of document (non-transferable) can be downloaded by any interested bidder from our website www.ncra.tifr.res.in from **07.02.2015 to 25.02.2015**. **They must also visit our website for addendum / corrigendum pertaining to this advertisement.**

4. Interested Bidders may obtain further details from :

National Centre for Radio Astrophysics,
Tata Institute of Fundamental Research,
NCRA, Post Box NO. 3, Ganeshkhind,
Pune - 411 007. Maharashtra, India.
Tel - 020-25719266/9206/9000
Fax - 020-25692149
Website : www.ncra.tifr.res.in
E-mail : purchase@ncra.tifr.res.in

➤ Completed pre-qualification document to be submitted in a sealed envelope duly superscribed with name of the work & due date must reach Purchase Officer, NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune-411007, India on or before **27.02.2015** upto 18.00 hrs. Documents submitted for pre-qualification are not returnable.

5. NCRA is not responsible for delay or loss of document in transit.

CHECK LIST OF DOCUMENTS SUBMITTED

Page 1 of 1

1. Copy of Certificate of Registration with Shops and Establishment, certificate of incorporation, registered partnership deed etc. : YES/NO
2. Copy of registration certificate with Service Tax Authorities. : YES/NO
3. Copy of registration certificate with PF Authorities. : YES/NO
4. Copy of registration certificate with ESI Authorities. : YES/NO
5. Copy of labour license. : YES/NO
6. Statement of Profit and Loss Account and turnover for past Five years prior to 31.03.2104 certified by chartered accountant. : YES/NO
7. Schedule of Experience :
 - (i) showing details of Contract Executed in the past five years and : YES/NO
 - (ii) Details of contracts on hand as per format enclosed. : YES/NO
8. Copy of solvency certificate obtained not prior to 01.01.2014 applicable for Service shown under Sr. No. 1 a to c. : YES/NO
9. Copy of CHA Licence (applicable for providing service of Freight Forwarding and Customs Clearance). : YES/NO
10. Copy of IATA Licence (applicable for providing service of Freight Forwarding and Customs Clearance). : YES/NO
11. Copy of Membership with Freight Forwarders Association of India (applicable for providing service of Freight Forwarding and Customs Clearance). : YES/NO
12. Copy of VAT Registration applicable for rewinding/ repair of motors. : YES/NO

Date : Signature of Bidder :

Name & Designation :

Place : Company Name & Address :

Company Seal & Phone No. :

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❖ **Chapter 4** : Servicing of 6 HP PMDC motors including unloading and loading.

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ANNEXURE - I
DEFINITION OF TERMS

- 1 Purchaser / Employer / `Centre' means the National Centre for Radio Astrophysics (NCRA), TIFR, at Pune University Campus, Pune – 411 007 and/or GMRT Office NCRA-TIFR, Khodad.
- 2 Applicant / Bidder means Company, Firm, Party by whom the pre-qualification document is downloaded.
- 3 **Prequalification** : Means the applicants eligibility to meet the criteria specified in the prequalification document.
- 4 **Application** : Prequalification document published by the purchaser on their website.
- 5 **Response / Prequalification bid** : Completed prequalification bid submitted by the applicants.
- 6 `Contractor' means the company or firm or party or a person, on whom the contract/order will be placed to provide services along with allied duties and shall be deemed to include his successors, heirs, executors, administrators and authorised assignees, as the case may be.
- 7 `Centre Director' means the Centre Director of NCRA, who will be the overall in-charge of all activities of the Centre and whose decisions in all administrative and other matters related to maintenance will be final and binding on all concerned parties under this contract.
- 8 `Work order' means a written order, conveying acceptance of tender/offer of the party containing general & special conditions of the order. Also includes a letter, fax, email conveying acceptance of tender of the party with specified (or necessarily implied) conditions to be followed by a written order/an agreement, and includes any further amendment made to the order on the basis of mutual agreement of the parties.
- 9 `Month' shall mean the calendar month.
- 10 `Person' shall include firm/s, companies, association of persons on other bodies, whether incorporated or not.
- 11 `Parties to the order' means the Contractor and the Centre.
- 12 `Other authorised officer/officials or designated officials of NCRA/TIFR/GMRT means duly authorised official or officials, who will give instructions (in the absence of the Administrative Officer) to the Contractor or his authorised representative, for performing his duties as Contractor.

CHAPTER 1

ANNEXURE-II CONDITIONS OF TENDER

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THE BIDDERS SHOULD CAREFULLY READ THE FOLLOWING GENERAL CONDITIONS PRIOR TO PREPARING THE BID DOCUMENTS. NON COMPLIANCE OF ANY AND/OR ALL CONDITIONS MAY LEAD TO REJECTION OF THE BID.

1. Manner and method of submission of bids: Application shall be made in English only.
2. Each page of the application should bear the signature, date, name and designation of the person authorised to sign the offer, with a rubber stamp indicating full name, address, phone No. Fax No., Email, of the firm.
3. Application in response to this advertisement should be submitted in the manner and method specified above. Bids which do not comply with the above conditions, are liable to be rejected.
4. Late and delayed responses will NOT be considered at all. Therefore, it is in the interest of the Bidders to ensure that their response reaches the Institute before the due date and time.
5. **CLARIFICATION:** After opening of the responses, if it becomes necessary for the Institute to seek any technical/general clarifications, the same will be sought from the applicant. In such an event the applicant will furnish all technical information / clarifications to the Purchaser (TIFR) so as to reach on or before the due date fixed for that purpose, indicating the purchaser's reference.

If the reply to the clarifications sought for does not reach on or before the due date fixed, the application shall be summarily rejected without any further notice.

If the applicant requires any clarification on the prequalification document prior to submission of their response, they may contact the Purchase Officer either in person on any working day between 10.00 a.m. and 5.00 p.m. or in writing.

6. Centre may at its discretion, extend the due date for submission of the prequalification document by putting a notice on the Centre's Website www.ncra.tifr.res.in.
7. **EVALUATION OF RESPONSES :**
Prequalification document received against this advertisement will be checked and list of applicants meeting the criteria will be prepared. The Centre reserves the right to enquire, verify the particulars furnished by the applicant besides obtaining reports in writing which are considered necessary for pre-qualification.
8. **DECISION OF THE CENTRE**
The Centre reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified applicants to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. The decision of the Centre is final and binding. No interim inquiries/correspondence in this regard shall be entertained.

CHAPTER 1

ANNEXURE-II

CONDITIONS OF TENDER

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Centre Intends to float Limited tenders with detailed scope of work and terms and conditions to short listed parties, depending upon the needs.

If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up any work in the Centre.

9. EXPENSES INCURRED RELATING TO SUBMISSION OF PRE - QUALIFICATION DOCUMENTS

All pre-qualification applications are received on the understanding that the Centre shall not entertain nor be held liable for any claims for expenses incurred by applicants in connection with the pre-qualification exercise.

**LIST OF SERVICE FOR WHICH PRE-QUALIFICATION
OF BIDDERS IS SOUGHT**

Sr. No.	Work/Services required	Estimated cost Rs. in Lacs
1	Supply of manpower Semi-Skilled.	07.50
2	Maintenance and upkeep service (Housekeeping) and Garden Maintenance Service at East Campus of NCRA-TIFR, Pune.	07.00
3	Housekeeping and Building Maintenance and upkeep service at NCRA-TIFR, Pune.	16.00
4	Garden Maintenance and Development Services at NCRA Main Campus, NCRA-TIFR, Pune.	13.00
5	Freight forwarding and Custom Clearance.	20.00
6	Servicing of 6 HP PMDC motors including loading and unloading at GMRT Site, Khodad.	15.00
7	Repair / rewinding of 6 HP PMDC Motors.	10.00

ANNEXURE – A

COMPANY PROFILE
(To be filled in by the Bidder)

1.1	Company Name	
1.2	Date of Incorporation	
1.3	Company Head Office address	
	* Contact person(s)	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.4	Address of Pune office	
	* Contact person(s)	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.5	Shop and Establishment Registration No. and date.	
1.6	Registration No. and date with PF Authorities.	
1.7	Registration No. and date with ESI Authorities.	
1.8	Registration No. and date with Service Tax Authorities.	
1.9	Registration No. and date with Registrar of companies.	
2.0	Permanent Account No. (PAN)	
2.1	Details of Solvency Certificate viz. bank and Amt. and Date applicable for service shown under Sr. No. 1a to 1c.	
2.2	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
2.3	CHA License No. applicable for providing services of Freight Forwarding and Customs Clearance.	
2.4	IATA License No. applicable for providing services of Freight Forwarding and Customs Clearance.	
2.5	VAT Registration No. and Date	

Company Seal

Signature of the Bidder :

Name :

Designation :

Date :

SCHEDULE OF EXPERIENCE

Please furnish details of major contracts on hand relevant to this tender.

Sr. No.	Name of Company with full address	Name of Service & Period of contract	Order No., date & No. of employees provided	Name and telephone number of Contact Person in the Company	Contract Value Rs.

(If required, attach separate sheets / letterheads – for addition list and information)

Signature:

Name:

Designation:

Name of the Company & Seal:

Date:

DETAILS OF CONTRACTS ON HAND

Please furnish details of major contracts on hand relevant to this tender.

Sr. No.	Name of Company with full address	Name of Service & Period of contract	Order No., date & No. of employees provided	Name and telephone number of Contact Person in the Company	Contract Value Rs.

(If required, attach separate sheets / letterheads – for addition list and information)

Signature:

Name:

Designation:

Name of the Company & Seal:

Date

:

Financial Information

Details to be furnished in the Format duly certified by Chartered Accountant on your Firm's letterhead.

		2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
(i)	Gross Annual Turnover.					
(ii)	Net Profit / Loss after tax					

Signature of Chartered Accountant :

Name :

Seal :

Date :

LETTER OF TRANSMITTAL

FROM :-

To,
HEAD (A & F),
NCRA-TIFR,
PUNE UNIVERSITY CAMPUS,
GANESHKHIND, PUNE 411 007.

Subject: **Submission of Pre-Qualification document for providing**

Sir,

Having examined the details given in Pre-qualification Press Notice and Pre-qualification document for the above work, I/we hereby submit the pre-qualification document and other relevant information.

- 1 I/we hereby certify that all the statement made and information supplied in the enclosed Forms/Tables and accompanying statement are true and correct.
- 2 I/we have furnished all information & detail necessary for pre-qualification eligibility and have no further pertinent information to supply.
- 3 I/we submit the requisite certified solvency certificate and authorize NCRA-TIFR to the Bank issuing the solvency certificate to confirm the correctness there of. I/we also authorize you to approach individuals, employers firms and corporation to verify our competence and general reputation.
- 4 I/we submit the following certificates in support of our suitability and capability for having successfully completed the following works:

Company Seal

Signature of the Bidder :

Name :

Designation :

Date :