



Indian Railway Stations Development Corporation Limited

(A JV of IRCON & Rail Land Development Authority)

Tender No.: IRSDC/HQ/Tender/24/2017/ House
Keeping Support / Auxiliary Services

Date : 18.09.2017

NOTICE INVITING TENDER

- 1.0 MD & Chief Executive Officer, Indian Railway Stations Development Corporation Ltd., (IRSDC in abbreviation), 4th Floor, Palika Bhawan, Sec-XIII, R.K. Puram, New Delhi-110066, invites sealed tenders in two packet system on prescribed forms, from **individual / proprietorship firm / private limited / society/autonomous bodies** having requisite experience and financial capacity for execution of the following work:-

Name of Work:-	Outsourcing of House Keeping Support/Auxiliary Services at IRSDC's Corporate Office at 04 th Floor, Palika Bhawan, Sector-13, R. K. Puram, New Delhi-110066
Last Date for Submission of bids:-	23.10.2017 up to 15:00 hours.
Date of opening of bids:-	23.10.2017 at 15:30 hours.
Approximate cost of work.	Rs. 21.67 Lakh
Earnest Money	Rs. 44,000.00
Contract period	24 months

2.0 ELIGIBILITY CRITERIA

Eligibility of the applicants shall be assessed based on the “**Eligibility Criteria**” as given in *Annexure-I to Instructions to Tenderers*.

- 3.0 Tender documents can be obtained from 10:30 hours to 16.00 hours on all working days from **the date of issue to 22.10.2017** from the office of MD & Chief Executive Officer, Indian Railway Stations Development Corporation Ltd., 4th Floor, Palika Bhawan, Sec-XIII, R.K.puram, New Delhi-110066. The tender documents shall be issued only to the persons authorised in writing by the firm, company. Tenderers are advised not to make any corrections, additions or alterations in the tender documents. In case, any corrections, additions or alterations in the tender documents are made, such tender shall not be considered.

- 4.0 IRSDC may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued at least three days in advance of date fixed for opening of tenders. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, along with the submission of the tenders. Any tender submitted without addendum(s)/corrigendum(s) (if any) shall be summarily rejected.
- 5.0 The tender documents shall be submitted in two separate sealed packets viz. Packet-I containing Technical Bid and Packet-II containing Financial Bid. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”. Bill of Quantities with rates duly filled in are to be submitted in “Financial Bid”.
- 6.0 Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing “Earnest Money for the work” containing the Earnest Money) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super scribing the name of the work as stated above (**along with date and time of opening of tenders**) and addressed to “MD & Chief Executive Officer, Indian Railway Stations Development Corporation Ltd, 4th Floor, Palika Bhawan, Sec-XIII, R.K.Puram,N.Delhi-110066” and should be deposited in the tender box at IRSDC’s office at address given in Para 1.0 before 15.00 hours of **23.10.2017**. Tenders shall be opened (Technical Bids only) at 15:30 hours on the same day in the presence of the tenderers or their authorised representatives intending to attend the opening. The Financial Bids shall be opened only after assessing suitability as per the technical bids by IRSDC. The technically qualified agencies shall be informed to attend the opening of financial bids. Tenders duly sealed in the prescribed manner above can also be sent through Registered Post/Speed Post/Courier so as to reach in this office MD & Chief Executive Officer, Indian Railway Stations Development Corporation Ltd, 4th Floor, Palika Bhawan,Sec-XIII, R.K.Puram,N.Delhi-110066 **not later than the time and date of submission of tenders**. Any tender received later than the time and date of submission of tenders shall be rejected and returned to the tenderer unopened.
- 7.0 Tender shall be submitted as per “Instructions to Tenderers” forming a part of the tender document.
- 8.0 **Any tender received without Earnest Money in the form as specified in tender documents shall not be considered and shall be summarily rejected.**
- 9.0 IRSDC reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders

without assigning any reasons thereof. IRSDC's assessment of suitability as per eligibility criteria shall be final and binding.

- 10.0 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IRSDC in this regard shall be final and binding.
- 11.0 IRSDC reserves the right to pre-qualify the bidder(s) provisionally based on the documents submitted by them and open financial bid(s), subject to their final verification. In the event of any document being found false, the provisional qualification shall stand withdrawn, and the next lower bidder shall automatically come to the position of such disqualified bidder. Action against such disqualified tenderers shall be taken as per above clause no. 10.0 of Notice Inviting Tender.
- 12.0 **The validity of the offer shall be 90 days after the date of opening (Technical Bid) of the tender.**
- 13.0 **EMD of unsuccessful bidders will be returned within one month after finalization of tender without any interest thereupon. EMD of successful bidder will be retained as security money till the completion of contract.**
- 13.0 The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents purchased from IRSDC.

For & on behalf of
Indian Railway Stations Development Corporation Ltd
MD & Chief Executive Officer