



TATA MEMORIAL CENTRE

Advanced Centre For Treatment, Research And Education In Cancer. (ACTREC)

Kharghar Node, Navi Mumbai – 410210

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

NAME OF WORK:

Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

E-TENDER NOTICE

NIT No. : TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021

NAME OF THE AGENCY	



Engineering services, Second Floor, Khanolkar Shodhika, Phone: 6873/2740 5013, 6873/2740 5067

E. Mail : sbhangale@actrec.gov.in, hkelkar@actrec.gov.in,



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Advanced Centre For Treatment, Research and Education In Cancer
(ACTREC)
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 GOVERNMENT OF INDIA

NAME OF WORK:

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Tender No:	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
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LIST OF DOCUMENTS

NAME OF THE AGENCY		
Sr. No.	List of Documents	Page No.
Technical Bid. (Hard copy also to be Submitted).		
1	E.M.D. for Rs 3,24,000/-	
2	Facia Page	1
3	List of Documents	2
4	Notice Inviting Tender	3
5	General Instruction	5
6	Acceptance form	9
7	Check List	10
8	Vender Details	12
9	NEFT Details	14
10	Special Conditions of Contract.	15
11	Compliance form-1	20
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16	Form 3B	25
17	Form 3C-1	25
18	Form 3C-2	26
19	Form 3E	26
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22	Form 3H	28
23	Form 3D	29
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25	Form 3J	31
26	Form 3K	32
27	Form 3L	33
28	Form 4A	34
29	Form B1	35
30	Annexure Q	36
31	Annexure II	37
32	Book containing Conditions of Contract	80 Pages
Financial Bid : To be filled ONLINE ONLY		
26	Schedule of Quantity	38

Note:	
1	Hard copy of Technical Bid is to be submitted and endorsed at security main gate before last date of submission and must be signed with stamp/seal on all
2	It may please be noted that both hard copy and soft copy of technical bid are required i.e uploaded version in Tenderwizard and Hard copy submission before due date and time. If agency unable to do so will be disqualified.
3	EMD in original is to be submitted in envelop along with hard copy of technical bid. EMD is not submitted along with bid will be disqualified.



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A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

E-TENDER NOTICE.

NAME OF THE AGENCY	
1	NIT No. TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
2	Name of work Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India
3	Estimated cost put to tender (Excluding of GST) Rs.1,62,00,000/- (Total expected cost of project is 79.15 Cr)
4	Earnest Money Deposit (EMD) 1)EMD of Rs.324000.00/- to be submitted in the form of Fixed Deposit Receipt/ DD issued by a Scheduled bank in favour of Accounts Officer, TMC-ACTREC, Payable at Navi Mumbai However the bidders may submit the EMD as follows: i) Rs.324000.00/- in the form of FDR/DD as prescribed above. or ii) a)50% of EMD Amount i.e, Rs.162000.00/- in the form of Demand Draft/ Bankers Cheque or Fixed Deposit Receipt as prescribed above and b) Balance amount 50% of EMD Amount i.e,of Rs 162000.00/- in the form of Bank Guarantee (BG) issued by a Scheduled Bank drawn in favour of 'Accounts Officer, ACTREC Note: 1) Bank Guarantee should strictly in accordance with the prescribed format otherwise it shall not be accepted. 2) EMD in the form of cheque will not be accepted. 3)EMD – As per circular Dt:12th November 2020 from Ministry of Finance and Rule 170 of General Financial Rules (GFR's) 2017, Micro and Small Enterprises (MSE's) and the firms registered with concerned Ministries / Departments are exempted from submission of EMD provided the submission of Declaration Form by the Vendor along with tender.
5	Completion period 48 months from the issue of work order (Only 6 months for completion of Design, Drawing, obtaining entire local body & statutory approvals, preparation and approvals of bid documents for inviting execution bid)
6	i) Performance Guarantee 3% of Work order Value (The successful bidder is to submit the Performance guarantee within prescribed timeline and will be returned without interest on settlement of contractor's final bill and issuance of completion certificate)
	ii) Security Deposit. 2.50% of Work order Value (will be deducted from each running bill and will be returned without interest on successful completion of DLP of one year)
7	Tender Processing Fee Rs xxx/- in the form of online payment.
8	Defect liability period should have 1 years after completion of work.
9	Dates of availability of Tender Documents for view and download From 31/03/2021 10.00 hrs. to 16/04/2021 up to 17.00 hrs. on website www.tenderwizard.com/DAE Detailed NIT is also available on website www.actrec.gov.in for view only.

10	Site visit	Bidder should visit the site to ascertain scope of work before putting up the Bid in working hours with prior intimation. For any queries regarding the same Bidders can contact Engineering Dept, ACTREC. Agency can call on : 6873/2740 5013 during office hours.
11	Pre Bid Meeting	A. Pre-Bid query: Till 07/04/2021 on sbhangale@actrec.gov.in/hkelkar@actrec.gov.in. B. Pre Bid Meeting will be held on 09/04/2021 (11: 00 Hrs. to 13:00 Hrs.). Pre Bid meeting will be held at engineering Dept ACTREC C. Post pre-bid query: Till 12/04/2021 on sbhangale@actrec.gov.in/hkelkar@actrec.gov.in.
12	Dead Line for submission of Original DD etc. towards Tender EMD. And technical bid hard copy.	On or before 20/04/2021 (17:00 Hrs.) in the Office of Engineering Services, 2nd floor, Khanolkar Shodhika, ACTREC, Navi Mumbai 410210
13	Last date and time of closing of online submission of tenders:	On or before 19/04/2021. (15:30 Hrs.)
14	Date and time of online opening of Technical Bid.	On or before 21/04/2021. (15:30 Hrs.)
15	Presentation	Will be done between 26/4/2021 to 14/05/2021 (ACTREC will inform the date well in time)
16	Date of opening of Financial Bids of qualified bidders.	Will be intimated to the Qualified agencies at a Later date.

Note: 1. Director-ACTREC reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any condition including conditional rebate shall be rejected forthwith.

2. Hard Copies of the technical bid along with the valid EMD is to be submitted at the Engineering office before due date and time.

3. All the forms of Prequalification requirement/NIT are to be submitted alongwith tender.



TATA MEMORIAL CENTRE Advanced Centre For Treatment, Research and Education In Cancer (ACTREC)

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Tender No:	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
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Tender Name:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector - 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India
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GENERAL INSTRUCTIONS TO TENDERER

NAME OF THE AGENCY	
Important	THE LOCATION OF WORK TO BE EXECUTED IS CANCER PATIENTS AREA. EXTRA CARE SHALL BE TAKEN WHILE EXECUTING THE WORK. IT IS REQUESTED TO VISIT THE PLACE OF WORK BEFORE SUBMITTING THE TENDER.
1	Tender Documents can be viewed on our web site www.actrec.gov.in
2	Conditions of Contract may be downloaded from our website www.actrec.gov.in (in case of difficulty please contact on 6873/2740 5013. or you can collect hard copy from Engineering services.
3	Registered contractors can only purchase /download & upload tenders documents.
4	Interested agencies may visit www.tendervizard.com/DAE for registration.
5	Contact for assistance/ clarifications/registration on 09969395522/ 022-25487363 (Shri. Rudresh), e-mail: rudresh.ks@etenderwizard.com
6	Bidders who fulfill the following requirements shall ONLY be eligible to apply. (Joint ventures are not accepted).
7	For further information, please contact on (022) 6873/27405013 during office hours. The existing "SECTION – 1: NOTICE INVITING TENDERS" OF "CONDITIONS AND CLAUSES OF CONTRACT – 2008" (P.5 & 6) in use for 2/3 bid TENDERING has been modified as per the requirement of e-Tendering. The modified VERSION OF THE SAME" is enclosed as CS-13 (Correction Slip – 13 to Conditions and Clauses of Contract -2008).
8	Proof of registration/associations with Government / Semi Government / Corporate Hospitals & having experience in execution of similar nature and magnitude of works.
9	The company must be registered with Council of Architecture. They should also have at least 10 years post registration experience of providing architectural services for executed projects.
10	The bidder should be a Private / Public Limited Company registered under the companies Act, 1956 or a registered firm (Copy of registration certificate of the company to be enclosed) and Should have satisfactorily completed the works as mentioned below during the last seven years ending 31.03.2020 and on going works till the date.
11	Should have satisfactorily completed one Hostel/Residential/Commercial/Hotel building of built up area of 15680 Square Meter or more with tower building minimum 12 floors and above etc. and work order value shall not be less than Rs 1.3 Cr i.e. 80% of estimated cost put to tender.
12	Should have satisfactorily completed Two Hostel/Residential/Commercial/Hotel buildings of built up area of 11760 Square Meter or more each with tower building minimum 12 floors and above etc. and work order value shall not be less than Rs 1.0 Cr each i.e. 60% of estimated cost put to tender.
13	Should have satisfactorily completed Three Hostel/Residential/Commercial/Hotel buildings of built up area of 7840 Square Meter or more each with tower building minimum 12 floors and above etc. and work order value shall not be less than Rs 0.65 Cr each i.e. 40% of estimated cost put to tender.

14	Similar works mean Comprehensive consultancy services for Master planning of Hostel/Residential/Commercial/Hotel Building, Architectural designing of buildings which typically room shall be twin sharing capacity, doctor room, cafeteria, mess, T V Room, Laundry room, Linen / Mattresses room, Caretaker Room, UG & OH Water Tank, Guest Room, Hostel Admin offices, lecture / seminar halls and, Gymnasium etc and includes Civil& PH, Electrical, Mechanical, HVAC, Fire Fighting,, IT, Telephone, etc. Networking, LAN, Security, CC TV, all internal & external services, Acoustics & sound system, Audio-video system, external development interiors, Landscaping works, garbage waste collection & disposal near garbage yard etc.
15	The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of tender.
16	The bidder should have average minimum annual turnover of Rs. 0.81 Crores for Architectural consultancy services contracts during immediate last Three Consecutive Financial years and should not have incurred loss in more than two consecutive years during the last five years ending 31.03.2020 and financial net worth of the tenderer should not be negative.
17	The bidding capacity shall be equal to or more than the above respective estimated cost. The bidding capacity shall be worked out by following formula
	Bidding capacity = (A x N x 2) – B
	Where
	A- Maximum value of similar works executed in any one year during last 5 years taking into account as completed as well as works in progress.
	N- Completion of works in years.
	B- Value of existing commitments and ongoing works to be completed during the period of completion of work.
18	Should not have incurred any loss in more than two years during the last five years ending 31st March, 2020.
19	Net worth certificate: Net worth certificate of minimum 15% of the estimated cost put to tender issued by certified chartered Accountants (on format prescribed in form B-1)
20	List of similar works in hand & similar works carried out by them for last 7 years indicating i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.
21	CERTIFICATES: (Scanned copy of original certificates to be uploaded)
i)	Similar work experience (Work order and Completion certificate)
ii)	GST registration certificate
iii)	PAN (Permanent Account Number) Registration
iV)	Company Registration certificate
V)	Turnover Certificate (Last 5 Years by CA)
Vi)	Net worth Certificate minimum 15% of the estimated cost issued by CA (on the format prescribed in form B-1)
Vii)	Income Tax Return (Last 5 Years by CA)
22	UNDERTAKING as under:- (Scanned copy to be uploaded at the time of submission of bid).
	I/We undertake and confirm that the contracted works shall not be got executed through sub- contractor on back to back basis. Further that, if such a violation comes to the notice of Director-ACTREC,I/we shall be liable to be debarred & black listed as the case may be for bidding in future. Also if such violation comes to the notice of department before date of start of work, the Engineer in-charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.
23	The intending bidder must read the terms and conditions as per “SECTION – 1: NOTICE INVITING TENDERS” OF “CONDITIONS AND CLAUSES OF CONTRACT – 2008” carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required. Director-ACTREC reserves the right of Non-consideration of Tender documents of the agencies who are not fulfilling the NIT stipulations and / or having adverse report on the works carried out by them in the past.

24	Information and Instructions for tenderers posted on website shall form basis of of tender document.
25	Hard copies of Technical Bid shall be submitted in ACTREC before due date and time. Hard copies shall include all documents as uploaded online.
26	OBTAINING OF STANDARD DOCUMENTS: In addition to the above, the prospective bidders are required to possess all documents which form part of Tender Documents for this work. The required documents (Condition of Contract) can be downloaded from the ACTREC's website (tender section on www.actrec.gov.in). In case the agencies already possess these standard documents with them, the same need not be downloaded / obtain again. Printed books are available at the Engineering Services, TMC-ACTREC, Kharghar, Navi Mumbai-400 210.
27	The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards cost of tender document and EMD in favor of "ACCOUNTS OFFICER, TMC-ACTREC" and Processing Fee in favor of "ITI LIMITED, NEW DELHI" and other documents as specified.
28	Those bidder who are not registered on the website mentioned above, are required to get registered. If needed, they can be imparted training for online bidding process as per details available on the website.
29	The intending bidder must have valid class-III digital signature to submit the bid.
30	On opening date, the bidder can login and see the bid opening process.
31	Certificate of Financial Turn Over: At the time of submission of bid, bidder may upload Undertaking / Certificate from CA mentioning Financial Turnover of last 5 years and including profit & loss statements and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
32	Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in YELLOW colour and the moment rate is entered, it turns SKY BLUE . In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0" . Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). in the schedule of quantities, if rates are not quoted for items or if a firm quotes " NIL/N.A./Not applicable/---/ Leaving blank space etc." charges, the bid shall be treated as unresponsive and will not be considered. DO NOT use vague terms. Insert required information with clear meaning in technical bid & financial bid.
33	The Director-ACTREC reserves the right to accept / reject any prospective application without assigning any reason thereof.
34	Short listing of the bidders shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by ACTREC
35	IF ANY INFORMATION FURNISHED by the bidder is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in TMC.
36	PROSPECTIVE BIDDER SHALL SATISFY THEMSELVES OF FULFILLING ALL THE NIT CRITERIA BEFORE SUBMISSION OF TENDER. Director-ACTREC reserves the right of non consideration of tender of the bidder not fulfilling the stipulated criteria.
37	Any Additional work needs to be executed for completion of work, CPWD DSR 2018 or lasted revised rates of CPWD DSR will be considered or cost analysis method
38	TMC-ACTREC does not guarantee opening of the tender immediately after the closing date and time due to reasons beyond its control and hence tenders can be opened after the due date and time also. It will however will be ensured that no offers are submitted after tender closing date and time. Bidder cannot submit/modify any offer or attach any file to it after closing date and time as stipulated in the tender notice. System does not permit any alternation, modification, deletion of any entry or condition, offered by the tenderer in the e-tender, after closure of the virtual date and time.

39	ACTREC will not be responsible for any kind of technical problem at Bidder's end in case of difficulty in up loading of tender. Bidders are adviced to finish the uploading of tender well before time. No tender will be accepted by ACTREC at later stage that could not be uploaded because of unforeseen technical problems.
40	Bidders who have successfully up loaded the tender documents and forwarded physical (hard) copies of the Technical Bid before due date and time will only be considered. Please note that bidder will have to finish both the activities to proceed further. Otherwise bidders will be disqualified.
41	All papers submitted with the tender should bear the signature and stamp/seal of the bidder on every page.
42	All information in this tender shall be in English only.
43	Rate quoted should be in Indian currency only.
44	Tender containing clerical errors, typographical error/ arthrmelial mistake may be libe to be rejected.
45	All the rates quoted shall be exclusive of GST.
46	Only one rate shall be offered for the Item. Multiple rates against one items shall be rejected.
47	The bidder shall quote rates which shall remain valid for acceptance by ACTREC for a perios of 12 months or stipulated time limit as mentioned in the tender documents.
48	Only lowest offer may be considered for financial negotiations.
49	Performance Gaurantee: Performance Gaurantee will have to be submitted at the rate of 3% of the contract value valid for 2 Months after completion of work to be submitted within 15 days of issue of Letter of Intent.
50	Security Deposit will be deducted @ 2.5% of work order value from the running bills and will be refunded after completion of defect liability period of one Year.
51	Submission of more than one Tender by a particular Tenderer under different names is strictly prohibited. In case it is detected later that this condition has been violated all the tenders submitted by Tenderer would be rejected or cancelled and earnest money or security deposit will be forfeited in addition to such legal action as may be deemed fit and proper.
52	Canvassing in connection with tender/quotation is strictly prohibited.
53	Director-ACTREC reserves right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason.
54	Mode of measurement will be as per the guidelines laid in the Departmental conditions of contract & technical specification.
55	Awarding work order will be strictly as per "prequalification criteria" as uploaded alongwith the tender documents. Payment Schedule & Milestone schedule as per the prequalification criteria uploaded in the tender.

I have read the Above instructions carefully and understood in right perspectivce.

Date:

Seal and Signature.



TATA MEMORIAL CENTRE

Advanced Centre For Treatment, Research and Education In Cancer (ACTREC)

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Tender No:	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Name of Work	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

ACCEPTANCE FORM

NAME OF THE AGENCY	
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To,
The Director,
Advanced Centre for Treatment, Research & Education in Cancer (ACTREC),
Tata Memorial Centre,
Kharghar, Navi Mumbai- 410210.

Tender Ref: TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021

Name of Work: **Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India**

I/We read the various conditions to tender including general conditions and hereby agree to abide by the said conditions. I/we also agree to keep this tender open for acceptance for a period of 180 (One hundred Eighty) days from the date fixed for opening the same and in default thereof. I/we will be liable for forfeiture of my/our "Security Deposit" to Tata Memorial Centre, ACTREC. I/We will execute the work as per the quoted rates and hereby bind myself/ourselves to execute the work in all respects during the period of contract from the date of issue of letter of acceptance of the tender. I/we also hereby agree to abide DAE general conditions of the contract as amended from time to time and to carry out the work according to the drawings, specifications and special conditions of the contract laid down by ACTREC.

A sum of _____ - is hereby forwarded as Earnest Money in the form of D.D/ Bank's P.O. through receipt No. _____ dated _____ for Rs. _____. The full value of Earnest Money shall stand forfeited without prejudice to any other rights to remedies if:-

A) I/we do not execute the contract documents immediately after getting information from ACTREC.

B) I/we do not commence the work within 15 days after issue of the letter including work order to that effect. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us indicated in the letter of acceptance of my/our offer for this work.

Date:

Seal and Signature.



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER
(ACTREC).**

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

CHECK LIST FOR LIST OF DOCUMENTS SUBMITTED

NIT No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021		
NAME OF WORK:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector - 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India		
Name of Agency			
SN	PARTICULARS	REMARKS	
I	Name of the Bidder		
II	Postal address		
III	Contact with STD code		
IV	Fax with STD code		
V	Name of Contact person		
VI	Mobile No.		
VII	e-mail ID		
	BELOW GIVEN DOCUMENTS TO BE SCANNED AND UPLOAD IN THE WEBSITE www.tenderwizard.com/DAE WITHIN THE PERIOD OF SUBMISSION	Details to be fill-up	Scan copy attached "YES" OR "NO"
1	Financial Turn Over Certified by CA		
	2015-16		
	2016-17		
	2017-18		
	2018-19		
	2019-20		
2	Profit & Loss Statement Certified by CA		
	2015-16		
	2016-17		
	2017-18		
	2018-19		
	2019-20		
3	Net worth certificate (on prescribed format)		

	BELOW GIVEN DOCUMENTS TO BE SCANNED AND UPLOAD IN THE WEBSITE www.tenderwizard.com/DAE WITHIN THE PERIOD OF SUBMISSION	Details to be fill-up	Scan copy attached "YES" OR "NO"
4	List of Similar Works carried out in last 7 years i) Agency for whom executed ii) Value of Work	ATTACH SCANNED COPY SEPARATELY	
5	List of similar works in Hand indicating: i) Agency ii) Value of Work iii) Stipulated time of completion/ present position	ATTACH SCANNED COPY SEPARATELY	
6	List of Construction Plants and Machinery:	ATTACH SCANNED COPY SEPARATELY	
7	List of DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK	ATTACH SCANNED COPY SEPARATELY	
8	Certificates:		
	i) Registration Certificate if Any,	ATTACH SCANNED COPY SEPARATELY	
	ii) Certificates of Work Experience /Performance certificates	ATTACH SCANNED COPY SEPARATELY	
	iii) Certificates of Registration for GST.	ATTACH SCANNED COPY SEPARATELY	
	iv) PAN (Permanent Account Number) Registration	ATTACH SCANNED COPY SEPARATELY	
	v) Turnover Certificate (Last 5 Years by CA)	ATTACH SCANNED COPY SEPARATELY	
	vi) Income Tax Return/Profit and Loss Statement (Last 3 Years by CA)	ATTACH SCANNED COPY SEPARATELY	
9	Undertaking that the eligible similar work(s) have not been executed through another contractor on back to back basis:	ATTACH SCANNED COPY SEPARATELY ON AGENCY'S LETTER HEAD	
10	NEFT towards Cost of Tender Processing Fee	ATTACH SCANNED COPY SEPARATELY	
11	Demand Draft of any scheduled Nationalised Bank towards EMD payable at Kharghar, Navi Mumbai.	ATTACH SCANNED COPY SEPARATELY	
12	Conditions of the Contract Book : To be down loaded from www.actrec.gov.in	SUBMITT SIGNED COPY ALONG WITH TECHNICAL BID	
13	I/WE certified that our TECHNICAL BID is compliant with tender document.		

Date

Seal and Signature.



TATA MEMORIAL CENTRE
Advanced Centre For Treatment, Research and Education In Cancer (ACTREC)
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Vendor Details

Tender No:	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Tender Name:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

Sr No	List of Documents to be scanned & uploaded within the period of bid submission:	Details (to be given mandatorily)
1	Name /Title of the Bidder/ Type of Establishment	
2	We have quoted for all the items in Financial bid in the prescribed format of the Tender documents (say 'Yes/No') (Partial/Incomplete offers are liable for rejection)	
3	Full Address	
4	Name of the person authorized to deal/undertake business for and on behalf of the Bidder	
5	Telephone & Mobile Number	
6	Fax. No.	
7	Email Address	
8	Legal entity of Bidder whether Firm/Society/Company/SSI unit	
9	Establishment Registration Number	
10	Authority with whom Registered	
11	Main Business of the Bidder	
12	Authorized area of Operation in India	
13	Name & Address of Bankers	
14	PAN No. / TAN No.	
15	GST Registration Number:	
16	No. of Man power employed by Bidder	
	a) Scientific	
	b) Technical	
	c) Administrative	
	d) Financial	
17	Experience of the Bidder in dealing with the tendered item/works	
18	Performance Certificates / Work Completion Certificates.	
19	QUALIFYING EXPERIENCE ANY ONE OF THE FOLLOWINGS.	
	a) Should have satisfactorily completed Three Hostel/Residential/Commercial/Hotel buildings of built up area of 7840 Square Meter or more each with tower building minimum 12 floors and above etc and work order value shall not be less than Rs 0.65 Cr each i.e. 40% of estimated cost put to tender.	

	b) Should have satisfactorily completed Two Hostel/Residential/Commercial/Hotel buildings of built up area of 11760 Square Meter or more each with tower building minimum 12 floors and above etc. and work order value shall not be less than Rs 1.0 Cr each i.e. 60% of estimated cost put to tender.	
	c) Should have satisfactorily completed one Hostel/Residential/Commercial/Hotel building of built up area of 15680 Square Meter or more with tower building minimum 12 floors and above etc. and work order value shall not be less than Rs 1.3 Cr each i.e. 80% of estimated cost put to tender.	
20	Turn over in the last 5 years	
	2015-16	
	2016-17	
	2017-18	
	2018-19	
	2019-20	
21	Average Turn Over for Last 3 Years, certified by CA.	
22	Net worth certificated (on prescribed format Form B1)	
23	Details of work orders in the last 3 years, amount, Name of Authority, Completion Period etc (separate sheet)	
24	List of plant & machinery of bidder (attach separate sheet)	
25	Demand Draft/BG/FDR Number for EMD, Amount, Date, Bank, etc	
26	Is there any deviations of specification/type etc in any of the items of Financial Bid. Deviations, if any, shall be mentioned in Technical Bid. The agency has to quote separately for the those items and enclose with Financial Bid)	

Certified that the above information is correct & true to the best of my knowledge and belief. Nothing has been concealed and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible.

Date

Signature

Name of authorized person for bidder with seal



TATA MEMORIAL CENTRE
Advanced Centre For Treatment, Research and Education In Cancer (ACTREC)
A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

NEFT FORM

APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS IN BANK ACCOUNT BY ELECTRONIC		
1	Name of the Bidder	
2	Bidder Address & Other Particulars	
3	PAN NO.	
4	GST NO.	
5	Mobile No.	
6	Email ID	
7	Account Holder's Name (Title of the Account)	
8	Bank Account No.	
9	Bank Name, Branch & Address	
10	9-Digit MICR code of the bank	
11	Account type (SB/CURRENT)	
12	IFSC Code (attach xerox copy of cheque)	

Certified that the particulars furnished above are correct as per our records.

Signature of the authorised official from the bank.

Bank stamp :

Date :

Note : Xerox copy of cheque may be attached, without which the form will not be accepted.



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN
CANCER (ACTREC).**

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Tender No:	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Tender Name:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

SPECIAL CONDITIONS OF CONTRACT

NAME OF THE AGENCY	
1	<u>ELIGIBILITY CRITERIA:</u>
a)	The firm should also have their registered office preferably in Mumbai/Navi Mumbai/Thane. The company must be registered with Council of Architecture. They should also have at least 10 years post registration experience of providing architectural services for executed projects.
b)	It must be noted that the tenderer should not have be blacklisted by any Government Agency/ Public Sector in India under any contractual relation with them or facing process of penal action as such on complaints of quality. Director, ACTREC reserves the right for insisting upon submission of Satisfactory Performance Certificate issued by any such agency.
c)	A firm is not eligible to participate in this project while under sanction by DCSEM. Similarly, at the time of submission of bid document, the firms black- listed/ debarred in participating in any procurement activities by any Government organization or Public Sector or UT in India/ Foreign Government are not allowed to bid & will be disqualified on submission.
d)	There shall be a screening/verification committee appointed by Director ACTREC to examine the list of documents and to verify credibility of the tenderer based on the performance certificate issued/site visit and desirable as per terms & conditions attached to the Tender and to report in details on the eligibility of tenderers for further examination to the competent authority. The Tenderers are required to produce the original documents for verification if required for the screening/verification committee.
e)	Tenderer who carried out similar nature and magnitude of work i.e. consultancy work for construction of building i.e. providing comprehensive services for planning and local body approvals, design and architectural services (including civil, electrical, mechanical, plumbing, HVAC, security, landscaping, external services, Storm water drain,interior designing and etc.).
f)	Awarding work order will be strictly as per "prequalification criteria/NIT" as uploaded alongwith the tender documents. Payment Schedule & Milestone schedule as per the prequalification criteria uploaded in the tender.
h)	Bidders should have preferably their office / technical support team preferably in the vicinity of Navi Mumbai/Mumbai area (MMRD)/ Thane. The company must be registered with Council of Architecture. They should also have at least 10 years post registration experience of providing architectural services for executed projects.
i)	Competent Authority reserves right to accept or reject the offer in whole or in part and award the work in whole or in part, as per norms/policies accepted by the centre.

2	<u>Scope of Work:</u>
a)	Prepare and submit the Design Requirements sheet as per data provided / interaction with ACTREC for approval by ACTREC
b)	Consultant have to visit & survey the site / allocated building.
c)	Submit Preliminary Alternate Design schemes (minimum 03 nos.) for selection of the schemes by ACTREC
d)	Submit Final Design Concept drawings and 3D Renderings based on the selected option by ACTREC incorporating the comments provided by ACTREC
e)	Prepare and submit all level floor plans drawings for (Architecture, MEP, Structure, Interior and Landscape) along with list of materials, Make of Fixtures, recommended vendors, etc (3 options for selection) for approval from ACTREC..
f)	Prepare detailed design drawings including Structure, MEP, Interior, Landscape drawings etc for approval from ACTREC.
g)	Obtaining all statutory clearances and commencement certificate. Submission of complete tender documents for Appointing of contractor.
h)	Complete scrutiny of tenders submitted by contractors , Recommendation for award of work with justification.
i)	Issue of construction drawings (GFC drawings) etc. And approving shop drawings submitted by the contractor.
k)	Detail scope of work will be strictly as per "prequalification criteria/NIT" as uploaded alongwith the tender documents.
l)	Review Construction Phase process.
m)	obtaining all necessary as built drawings from contractor.
n)	obtaining occupation certificate from statutory bodies.
o)	obtaining building completion certificate and submit structural stability certificate.
3	<u>PRICE BID</u>
a)	The tenderer should quote the price exclusive of all taxes and levies of the each items on the Schedule of Quantity enclosed with the tender documents and signature & stamp thereon each page, in separate sealed cover, super scribing name of work indicating 'PRICE BID'.(Price bid submitted other than above form will be rejected). Partial/incomplete offers are liable for rejection as the entire work is considered as one work and L1 will be decided by adding rates/amounts quoted for entire items of Schedule of Quantity as a composite work. If the tenderer does not qualify himself in the technical bid, the price bid offered will not be entertained. In case of unsuccessful bidders in the technical bid, price bid will not be opened and would be returned (if required). Price Bid is only in the form of ON LINE version.
b)	Those who have not been shortlisted in technical bid as per "prequalification criteria/NIT" as uploaded alongwith the tender document will not be considered for opening of financial bid
c)	in the schedule of quantities, if rates are not quoted for items or if a firm quotes " NIL/N.A./Not applicable/---/ Leaving blank space etc." charges, the bid shall be treated as unresponsive and will not be considered.
d)	Validity of rates: 180 Days from the opening of the tender.
e)	Defect Liability Period: 1 Years after completion/handing over of project.
f)	Stipulated time for completion of work : 48 months from the issue of work order

4	<u>LIQUIDATED DAMAGE</u>
a)	Successful tenderer will have to commence/execute the work as per the order placed by email/soft copy/LOI/Work order within the stipulated time period mentioned in the order. In failure to do so, the performance security submitted by the firm will be forfeited. In the event of the contractor fail to comply with conditions of this contract, he shall be liable to pay as per "prequalification criteria/NIT" as uploaded alongwith the tender documents.
5	<u>ARBITRATION</u>
a)	In the event of any dispute arising between ACTREC and the contractor in any matter covered by this contract or arising directly or indirectly there from or connected or concerned with the said contract in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to the Director, ACTREC who may himself act as sole arbitrator or may name as sole arbitrator an officer of ACTREC/TMH notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Conciliation Act, 1996 shall apply to such arbitration. The contractor expressly agrees that the arbitration proceedings shall be held at MUMBAI/NAVI MUMBAI.
6	<u>DIRECTOR-ACTREC/THE TENDER COMMITTEE / TENDERING AUTHORITY / UNDERSIGNED RESERVE THE RIGHT:</u>
a)	To reject any / or all the Tenders at any stage without assigning any reason there of and not accept the lowest Tenders.
b)	To invite fresh offers from the open market or negotiate with other tenderers quoting higher rate to come down to the lowest rate of the item offered by the competitors in the tenders.
c)	To procure any item of the tender directly from State / Central govt. Undertaking at government rate even if a tender of other parties for the same item has been offered / accepted / approved.
d)	To reject abnormally low price of an item quoted by the tenderer in the Tender with some malafide intention.
e)	Officer authorised on behalf of the Director-TMC does not bind himself/herdelf to accept the lowest or any other offer & reserve the right to cancel, reduce or split the contract on more than one source without assinging any reason for such action.
f)	DIRECTOR-TMC reserves right to accept the tender in full or part with out assigning any reason.
7	<u>RISK PURCHASE</u>
a)	In the event of failure to execute the contract to the satisfaction of the engineer in-charge he has the reserves the right:
b)	To reject any part of the contract executed and withhold payment for such portion of the contract till such time the defects are rectified to the satisfaction of the Engineer In-charge.
c)	To terminate the contract by giving 2 weeks notice in writing without assigning any reason and to get the contract executed by other agency at the risk and cost of the contractor.

8	<u>GENERAL LIEN</u>
a)	Whenever under this contract any sum of money is recoverable from and payable by the contractor, ACTREC shall be entitled to recover such sum by appropriating in part or in whole the security deposit of the contractor, if a security is taken from the contractor. In the event of the security being insufficient or if no security has been taken from the contractor, the balance or the sum recoverable, as may be shall be deducted from any sum due to the contractor or which at any time thereafter may become due to the contractor under this or any other contract with the ACTREC. Should this sum be not sufficient to cover the full amount recoverable, the contractor shall pay to the ACTREC on demand the remaining balance due.
9	<u>RECTIFICATION OF WORK/REPLACEMENT OF DEFECTIVE SUPPLY</u>
a)	In any supply item or any part of work is found defective or fails to meet the requirements of the contract before it is accepted, the ACTREC shall give the contractor a notice setting forth details of such defects or failures and the contractor shall forthwith arrange to set right the defective work or replace the defective supply by the good one to make it comply with the requirements of the contract. This in any case shall be completed within a period not exceeding one month from the date of the initial report pointing out the defects. The replacement or rectification shall be made at site by the contractor at free of cost. Should the contractor fail to do the needful within this stipulated time frame, ACTREC reserves the right to reject the work/equipment in full or in part and get it replaced at the cost of the contractor. The cost of any such replacement made by the ACTREC shall be deducted from the amount payable to the contractor against this work order.
10	<u>TERMINATION FOR DEFAULT</u>
a)	ACTREC, may without prejudice to any other remedy for breach of contract, by written notice of default, sent to the contractor, for termination of this contract in whole or in part;
b)	If the bidder fails to deliver any or all the work within the time period (s) specified in the contract, or any extension thereof granted by ACTREC.
c)	If the bidder fails to perform any other obligation(s) under the contract.
d)	If the bidder in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as ACTREC may authorize in writing) after receipt of the default notice from ACTREC on a notice period of 30 days.
e)	In the event of ACTREC terminate the contract in whole or in part pursuant to above para the ACTREC may execute the work upon such term and in such manner as it deems appropriate work similar to those undelivered and bidder shall be liable to ACTREC for any excess cost for such similar work. However, the bidder shall continue the performance of the contract to the extent not terminated.
11	<u>ADDITIONAL OR EXTRA WORK</u>
a)	ACTREC reserve the right to place extra items other than schedule quantity for completion of given work order. In such cases the Engineer In-charge calculate the expenditure for supply and execution of such work by taking quotation from local agency and adding applicable levies, labor charges, incidental expenditure, profit etc. as per the normal procedure to arrive suitable rate. He may also obtain the expenditure of the extra item either from CPWD 2018 DSR / Analysis of rates manual / If rates not available in DSR then the work order executed for government organization for similar work in the recent past. If the quantity of work is exceeding more than 10%, Engineer-in-Charge should be informed the same and execution should be done only after prior approval
b)	ACTREC also has the reserve to modify the quantity of items in work order to add/reduce/cancel as per the site requirements. Such additional quantity will be settled at the same rate and terms & conditions of the order on completion of work after taking final joint measurement.
c)	Bidder to inform in advance before executing additional/substitute quantity. Prior approval for the same should be obtained from ACTREC before execution.

12	<u>PAYMENT TERMS</u>
	Payment terms of ACTREC are given below.
a)	In consideration of the Services performed by the Consultant under this Contract, the Client shall make to the Consultant such payments and in such manner as is provided by Clause Table 4B in Prequalification requirement/NIT.
b)	Payment term other than above mention will not be accepted.
13	<u>FAIR WAGES</u>
	The bidder shall pay the monthly wages to the labors employed by him as per the minimum wages enforced by Labor Enforcement Authority of India on time to time in front of an ACTREC official, together with ESIC, Provident Fund, and Bonus etc. as applicable. The contractor will forward his bills for the work executed by him by attaching copies of salary slip signed by the worker for the current/previous month for early settlement of his bills.
14	<u>Other Special conditions (This conditions overrule other condition specified anywhere in contract as applicable)</u>
a)	The work to be carried out as per the instruction of Engineer-incharge
b)	Material delivery challans to be submitted along with running and final bills
c)	Deployed workers must have company I cards and should follow all safety as per the labour laws.
d)	No mobilisation or secured advance will be paid to contractor.
e)	The consultant should depute Supervisor/Engineer at site during execution of works for checking of construction activity as per GFC drawing as per the instructions given by Engineer - in charge.

I have read the Above instructions carefully and understood in right perspective and agreed.

Date:

Seal and Signature.



TATA MEMORIAL CENTRE

ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER (ACTREC).

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Compliance form-1

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021		
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India		

Name of the Vendor			
Item No.	Description	We have read all item specification (Yes/No)	we have quoted against each item.(Yes/No)
1.0	Providing Comprehensive Architectural consultancy Services, Designing & Liasioning work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India		



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER
(ACTREC).**

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Compliance form-2

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021	
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India	

Name of the Vendor		
Sr. No	Description	Compliance from agency Yes/No
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	There are deviations from our(bidder) side.	
7	Deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC- ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the centre.	

Date

Signature



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER (ACTREC).
 A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Compliance form-3

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

Name of the Vendor		
Sr. No	Description	Compliance from agency Yes/No
1	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.	
2	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
3	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.	
4	Has the applicant or any consultant partner in case of partnership firm, ever been convicted by a court of law? If so, give details	
5	Has the applicant Association/tie-ups with Foreign Partner	
6	Has your firm during last five years??	
	a) Default on a contract?	
	b) Been declared bankrupt?	
	c) Assigned a contract for the benefit of creditors?	
	d) Been a party to litigation involving the non- payment on account of wages, materials, equipment or supplies?	
	e) Black listed.?	
Note	If so, give details for how many years black listed with documentary evidence to be submitted	
	If Complaine found Yes, then bidder shall be disqualified in further tendering process.	

Date

Signature



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Form 3A-1 ARCH

Tender No. TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021

Name of work: Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

LETTER OF TRANSMITTAL

Name of bidder

To
The Director,
ACTREC, Plot No 1 &2, Sector 22,
Kharghar,
Navi Mumbai- 410210
Maharashtra, India

Sub - Submission of tender documents for the work of Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel (G+17) Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India.

Sir,

Having examined the details given in the Tender documents for the above work, I/We hereby submit the tender document and other relevant information.

- I. I/We here by certify that all the statements made and information supplied in the enclosed all forms (as upload on the portal) and accompanying statement are true and correct.
- II. I/We have furnished all information and details necessary for technical evaluation and have no further pertinent information to supply.
- III. I/We submit the requisite certified Turnover/Net worth certificate and authorize the Director, ACTREC to approach the CA issuing the Turnover/Net worth certificate to confirm the correctness thereof of individual, employers, firms and corporation to verify our competence and general reputation.
- IV. I/We Submit the following certificates in support of our suitability, technical know how capability for having successfully completed the following works:

S. N.	Name of work	Certified by / from

DATE

Seal of Applicant

Signature(s) of Applicant(s)



TATA MEMORIAL CENTRE

ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Form 3A-2 ARCH

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021		
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India		
TECHNICAL PROPOSAL SUBMISSION FORM			

FROM: (Name of Firm)

TO: (Name & Address of Client)

Sir:

Subject: Consultancy Service for



We, the undersigned, offer to provide the consulting services for the above in accordance with your NIT (Reference & date) and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal on e-tender portal.

We understand you are not bound to accept any proposal you received. We remain,

Yours faithfully,

Signature

(Authorized
Representative) Full Name

Designation

Address



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER (ACTREC).
A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

FORMS 3B TO 3H Arch

Tender No. TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Name of work: Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

Name of the Bidder	
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Form 3B ARCH

ORGANISATIONAL STRUCTURE

1	Name & Address of the applicant:		Points Attributed
2	Telephone No./Telex No./Fax No/Email/ Website		
2.1	Name & Address of Architect with his / her valid registration no. of council of Architecture and its date of expiry.		
3	Legal status of the applicant (attach copies of original document defining the legal status)		
	i. An individual		2
	ii. A proprietary firm		3
	iii. A firm in partnership		4
	iv. A limited company or Corporation		5

Form 3C- 1 ARCH

DETAILS OF AVAILABLE IN-HOUSE STAFF

Sr No	In House Services (Numbers as specified in Attribute A)	AVAILABILITY OF SERVICE (Stick Yes/No)	Points attributed Total 10 Points	
1	ARCHITECTURAL		2 Point	
2	STRUCTURAL ENGG		2 Point	
3	PLUMBING ENGINEERING		1 Point	
4	ELECTRICAL		1 Point	
5	MECHANICAL/ HVAC		1 Point	
6	INTERIORS		1 Point	
7	LANDSCAPE ARCHITECT		0.50 Point	
8	ACOUSTIC & SOUND SYSTEM		0.25 Point	
9	FIRE FIGHTING		0.25 Point	
10	LAN & NETWORKING		0.25 Point	
11	IBMS (Integrated Building Management System)		0.25 Point	
12	STATUTORY CLEARANCE		0.50 Point	

FORM 3C-2 Arch

Format of Curriculum Vitae (CV) for proposed staff

1	Proposed Position			
2	Name of firm			
3	Name of staff			
4	Profession			
5	Date of Birth			
6	Years with Firm			
7	Nationality			
8	Membership of professional societies			
9	Detailed tasks assigned			
10	Key Qualifications			
	(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).			
11	Education:			
	(Summarize college/university and other specialized education of staff member, giving names of the institutes, dates attended and degrees obtained. Use up to a quarter pages).			
12	Employment Record:			
	(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments).			
13	Present assignment:			
	Expected date of completion of present assignment, if applicable.			
	Languages:			
	(Indicate proficiency in speaking, reading and writing of each language by "excellent" "good", "fair" or "poor")			
14	Certification:			
	I, undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.			
		Date		(Day/Month/Year)
	(Signature of the staff member & authorized representative of the firm)			

FORM 3E Arch

DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DATE

SIMILAR NATURE OF ASSIGNMENT COMPLETED				
Sr.No	Description	1	2	3
1	Name of work /project and location			
2	Name & Address of Employer/ organisation			
3	Name of the Consultant			
4	Work order value Rs Cr			
5	Built up area Sqm			
6	Date of commencement as per contract			
7	Stipulated date of completion			
8	Actual date of completion			
9	Name and address/ telephone number of officer to whom reference may be made.			
10	Remarks / Scope of consultancy contract.			

Note

Bidders shall provide details of only those works which fulfils qualifying criteria under attribute B1
 Indicate gross amount claimed and amount awarded by the Arbitrator.
 Agency can provide list of work done other than above in last 7 years on separate pages as an additional information.

FORM "3F" Arch
PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "3 E " Arch

Sl No	DETAIL	INFORMATION
1	Name of work/Project & Location.	
2	Name of the Consultant	
3	Agreement No	
5	Work order value Rs Cr	
6	Built Up Area Sqm	
7	Date of start	
8	Date of Completion (i) Stipulated date of completion	
	(ii) Actual date of completion	
9	Amount of compensation levied for delayed completion, if any.	
10	Overall performance of the Consultant	Very Good / Good / Fair/ Average
	(a) Quality of work	Very Good / Good / Fair/ Average
	(b) Technical Proficiency	Very Good / Good / Fair/ Average
	(c) Resource fullness	Very Good / Good / Fair/ Average
	(d) General behaviour	Very Good / Good / Fair/ Average

Note **Performance Certificate issued by the Organization for whom the consultancy works was done is required in the above format. However in the performance certificate grading is not given then it shall be considered as GOOD provided there are no adverse remarks.**

*** Scanned images of documentary evidence to be uploaded on e-portal.

Form 3G –ARCH

I FINAICIAL INFORMATION

Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five

Sr. No.	Particulars	Financial Year				
		2015-16	2016-17	2017-18	2018-19	2019-20
1	Gross Annual turnover on Consultants work (In Lakhs)					
2	Net worth					
3	Certified by					

II **Financial arrangements for carrying out the proposed work.**

III **Copy of the PAN card**

IV GST No:

V The following certificates are enclosed:
 Current Income Tax clearance Certificate/Profit & Loss
 A account

B Net worth Certificate @ 15% of contract value to be declared from Chartered Accountant of Applicant, duly signed & stamped.

Note The scanned image of certificate issued by chartered accountant for gross annual turnover & profit/ loss and Documentary evidence with respect to PAN card, GST etc. shall be uploaded on e-portal.

Form 3H - ARCH.

PARTICULARS OF LITIGATION HISTORY

Name of the Consultant

Consultant, including Associate should provide information on any history of litigation or arbitration resulting from contracts executed in the last seven years or currently under execution, as required in this tender document.

Year	Name of Client	Cause of litigation	Matter under dispute	Award For or Against the Applicant	Disputed Amount.



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION
 A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

FORM 3D Arch

Tender No. TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
 Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building
Name of work: (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

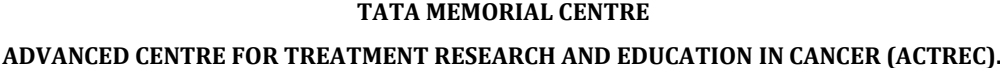
FORM '3D'
DETAILS OF PROPOSED ASSOCIATE SERVICE IF ANY

Name of the Bidder						
Sr.No.	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE	YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT	Points attributed	Availability of services by associates OR In-house. Yes/No
					Total 5 Points.	
1	STATUTORY CLEARANCE				1	
2	FIRE FIGHTING				0.5	
3	ELECTRICAL				0.5	
4	MECHANICAL/ HVAC				0.5	
5	INTERIOR DESIGNER				0.25	
6	LANDSCAPE ARCHITECT				1	
7	PUBLIC HEALTH ENGINEERING				0.25	
8	MEDICAL PLANNER				0.25	
9	ACOUSTIC & SOUND SYSTEM				0.25	
10	LAN & NETWORKING				0.25	
11	IBMS				0.25	

Note: If the bidder has in-house staff for Sr no 1 to 6 then they shall get full marks otherwise Zero points will be given

If the bidder has in-house staff for Sr no 7 to 11 then they shall get full marks otherwise 60% points will be given

Manpower related to Architectural services & Structural engineering services cannot be outsourced & should be available in-house only. Agency stands disqualified if these positions are not available in-house.



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FORM 3I Arch

Signature of Bidder



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER (ACTREC).
A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

FORM 3J Arch

Tender No. TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021

Name of work: Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

Name of the Bidder

FORM '3J' Arch

PROJECTS UNDER EXECUTION OR AWARDED

Sr.No	Description	1	2	3
1	Name of work /project and location			
2	Name & Address of Employer/ organization			
3	Work order value in Rs.			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Up to date percentage progress of work			
7	Name and address/ telephone number of officer to whom reference may be made.			
8	Remarks / Scope of consultancy contract.			



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 A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

Form 3K

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

CERTIFICATE OF ETHICAL PRACTICE

1 I/We assure the Centre that neither I/We nor any of my/our staff shall do any act/s, which are improper /illegal during the currency of the contract awarded to us.

2 Neither I/WE nor anybody on my/our behalf shall indulge in any corrupt activities/practices in my / our dealing with the Centre. I/WE shall have no conflict of Interest in any of our jobs/contracts at the Centre.

3 I/We have no conflict of interest in any of our jobs/contracts at the Centre

Signature

Note: Scanned image of above certificate shall be uploaded on the e-portal.

	TATA MEMORIAL CENTRE			
	ADVANCED CENTRE FOR TREATMENT RESEARCH AND			
	A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA			
	Form 3L			
Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021			
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India			
CERTIFICATE				

I [Redacted] working as [Redacted]
in this organization and authorized to issue this certificate and certify that:

1. We have gone through the contents of advertisement and related documents for this and fulfill all the eligibility criteria.
2. All relevant documents are uploaded on e-tender portal.
3. The details and contents are authenticated and based on actual work carried out by our agency, as per record.
4. We have understood that in case it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be uploaded, we shall not be given any opportunity for any clarifications and shall be evaluated based on available documents.

Signature of Authorized Signatory.

Name [Redacted] Dated [Redacted]

Designation [Redacted]

[Please Affix Rubber Stamp]

Note: Scanned image of the above certificate shall be uploaded by the bidders in the E- tender portal.



TATA MEMORIAL CENTRE

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Form 4A

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India

SUBMISSION FORM

From name of Firm To (Name & Address of Client)

We, the undersigned, offer to provide the Consultancy services for the above subject work

in accordance with your Letter Inviting Offer Ref No. _____
dt _____ and our Proposal (Technical & Financial).

We undertake that, in completing for if the award is made to us in executing the above contract we shall strictly observe the Laws "prevention of Corruption Act 1988" against Fraud & Corruption.
We understand you are not bound to accept any proposal you receive. We remain,

Signature

Name

Designation

(Note: This form shall be submitted in the form of soft copy on the e-portal)



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT RESEARCH AND EDUCATION IN CANCER
(ACTREC).**

A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVERNMENT OF INDIA

FORM-B1

Tender No.	TMC/ACTREC/Engg/SKB/ET-33/App Consultancy Hostel Building/2021	
Name of work:	Providing Comprehensive Architectural consultancy Services, Designing & Liaison work for Construction of Hostel Building (G+17) having Standalone R C C Structure in Plot 2, Sector – 22, adjacent to Central Park, Kharghar, Navi Mumbai 410 210, Maharashtra, India	
Name of the Vendor		
Form "B-1"		
FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT.		
<p>" it is to certify tha as per the audited balance sheet and profit & Loss account during the financial year _____, the Net Worth of M/s _____(Name & registered Address of individual/firm/company), as on _____ (the relavant date) is _____ RS.</p> <p>_____ after considring all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last three years ending on_____. (the relavant date)."</p> <p style="text-align: right; margin-right: 100px;">Signature of Chartered Accountant.</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Name of Chartered Accountant.</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Membership No. of ICAI</p> <p style="text-align: right; margin-right: 100px;">Date and Seal.</p>		

Annexure I

(To be printed & executed on Letter head of the bidder)

Compliance required against OM dated 23.07.2020 issued by Ministry of Finance w.r.t amendment of General Financial Rules

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Signature

Name of authorized person for bidder with seal

Annexure II

(To be printed & executed on Letter head of the bidder)

Non- Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central / State Government Department / organization in last 5 years. We understand that we are liable for disqualification in case firm is blacklisted/ debarred or suppression pertaining to the same.

Signature

Name of authorized person for bidder with seal