



**OULGARET MUNICIPALITY
DAY-NULM
PUDUCHERRY**

Email: om.pon@nic.in, Ph.No-0413-2200941.

NOTICE INVITING e-TENDER

F.No.5-2/OM/NULM/SUH/2024-25

Jawahar Nagar, the 25/03/2025

On behalf of the Oulgaret Municipal Council, e-tender in two bid system is invited for technical and financial proposals from prospective bidders for **"Operations and Management of Shelter for Urban Homeless at Gorimedu in Oulgaret Municipality, Puducherry"** in accordance with the conditions and manner prescribed in this tender document. Submission of proposal in response to this tender shall be deemed to have been done after careful study and examination of this document. This e – tender should be submitted online through the URL <https://pudutenders.gov.in>.

Important dates and information:

Tender documents can be seen on website: www.py.gov.in and download/participate online from <https://pudutenders.gov.in> by the Contractors / Firms / Institution / Co-operative Societies registered on the Portal.

Sl.No.	Information	Details
1.	Tender I.D.No.	2025_DLA_18011_1
2.	Bid document available from http://pudutenders.gov.in	02/04/2025 at 12:00 A.M. Up to 3:30 P.M. on 17/04/2025
3.	Address and e-mail for submission of written queries for clarifications	The Commissioner– cum – Project Officer (DAY-NULM), Oulgaret Municipality, Jawahar Nagar, Puducherry-605 005. Tel: 0413 2200941 Email : om.pon@nic.in
4.	Last date and Time for downloading of Bid	17/04/2025 before 03:30 P.M.
5.	Pre-bid meeting date, time and venue	Date 08/04/2025 from 3:30 P.M. to 5:30 P.M. Venue: In the Chamber of the Commissioner, Office of Oulgaret Municipality, Jawahar Nagar, Puducherry – 605 005
6.	Last date and Time for Online submission of Bid documents	17/04/2025 upto 3:30 P.M.
7.	Date & Time of opening Technical Bid	17/04/2025 at 04:00 P.M.
8.	Date & Time of opening Financial Bid	It is will intimated to the eligible bidders.
9.	Bid Validity	180 Days
10.	Period of contract	36 Months (3 Years) from the date of issue of work order.
11.	Cost of Tender document including GST	Rs.5,000/- (Rupees Five Thousand Only) (including GST)
12.	Earnest Money Deposit (E.M.D) value	Rs.25,000/- (Rupees Twenty Five Thousand Only) refundable.
13.	Performance Bank Guarantee Value	5% of tendered value for a period of One Year to be submitted on acceptance of tender.

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The Contractors / Firms / Institution / Co-operative Societies registered on the Portal having eligibility criteria as mentioned in sub-head below who are having valid ikey and Digital Signature Certificate (DSC) can download and upload the Annexures and Forms available in online through the Website <https://pudutenders.gov.in>. The List of Documents/ Details to be scanned and uploaded in online within the period of bid submission are tabulated below:

Sl. No.	BID HEAD	SUB-HEAD	URL
		Documents/ Details to be submitted with Technical Bid and Financial Bid through Online https://pudutenders.gov.in along with the following details.	
1.	Technical Bid	a. Year of existence	
		The Contractors / Firms / Institution/ Co-operative Societies should submit the proof regarding year of existence in the form of audited financial statement duly signed by the Chartered Accountant (Copies to be uploaded through Online for every year).	
		(i) 10 Marks for 3 years of existence.	
		(ii) 2 Mark for each additional year for maximum a of 10 marks. (Total 20 marks)	
		b. Presence in Puducherry	
		The Contractors / Firms / Institution / Co-operative Societies must upload their registration certificate with address proof in Puducherry (Copies to be uploaded through Online for every year).	
		(i) 3 Marks for 3 years of presence.	
		(ii) 1 mark for each additional year for a maximum of 2 marks. (Total 5 marks)	
		c. Experience in Similar works in Urban Sector (or) experience in running shelter, home (or) orphanage in Puducherry/ Neighboring states	
		The Contractors / Firms / Institution / Co-operative Societies should submit the experience in Similar works in Urban Sector (or) experience in running shelter, home (or) orphanage in Puducherry/ Neighboring states (copy of work orders and its completion/ Performance Certificate for similar type of works issued by clients to be uploaded through Online).	
		(i) 20 marks for 2 similar projects.	
		(ii) 5 marks for each additional similar project for a maximum 10 of marks. (Total 30 marks)	
		d. Organizational Financial strength	
		The Contractors / Firms / Institution / Co-operative Societies should submit the Audited Balance Sheets of Minimum annual average turnover shall be INR 10 lakhs of the last three financial years i.e., 2021-22, 2022-23 and 2023-24 must be submitted in support, without which the bid may not be considered. The calculation sheet for average annual turnover shall be certified by a Chartered Accountant. (Copies to be uploaded through Online for every financial year).	
		(i) 10 marks for Rs. 10 lakhs turn over for last three years financial years.	
		(ii) 1 mark for each additional financial year for Rs. 5 lakhs turn over for a maximum of 5 marks. (Total 15 marks)	
		e. Other Forms to be filled & duly signed and to be uploaded online	
		Covering Letter Annexure -1, Technical bid proposal submission form Annexure-2, Form-1 of Annexure-2, Form-A of Form 1 Annexure-2, Form-B of Form 1 Annexure-2, Form-2 of Annexure-2, Signed CV of the Shelter Coordinator/ Manager-cum-counselor & Caretakers/Caregivers-cum-cook CV of Form-1 Annexure-4, Undertaking Formats for not Blacklisting Annexure-6.	

Sl.No.	BID HEAD	SUB-HEAD	
2.	Financial Bid	Financial Bid to be submitted online as mentioned in Annexure -5 of NIT.	
<u>HUMAN RESOURCE</u>			
Sl.No.	NAME OF THE POST	Rate/Month (in figures)	Rate/Month (in words)
1.	Coordinator Cum Counselor (1 No.)		
2.	Care Taker Cum Cook (1 No.)		
3.	Security Guard (2 Nos.)		
	TOTAL in Rs.		
<u>NECESSITIES</u>			
Sl.No.	DESCRIPTION	Rate/Month (in figures)	Rate/Month (in words)
1.	Gas Cylinder 2 Nos. for one month		
2.	Food (Night) for 50 persons for 30 days (If required)		
3.	Snacks (Morning & Evening) for 50 persons / 30 days.		
4.	Toiletries, Clothing & Cleaning for one month		
5.	Stationery for Office for one month		
	TOTAL in Rs.		

CONDITIONS:-

- (1) Bid Fee and EMD shall be paid online through the payment Gateway provided at <https://pudutenders.gov.in> at the time of submission of bid.
- (2) The tender without earnest money deposit and cost of tender document will not be accepted by the system.
- (3) Bids shall remain valid for **180 days (One Hundred and Eighty Days)** from the date of opening of the tender.
- (4) On the schedule time and date of opening, the Commissioner, Oulgaret Municipality authorizes the opening of tender on the notified time. Bidders can access the particulars, after opening of tender in the website. The Municipality will not be liable for any delay in submission of tender.
- (5) The Oulgaret Municipal Council reserves all rights to accept or reject any bid, and to cancel and reschedule the bidding process, at any time due to administrative reasons prior to opening and award of the bidder, without assigning any reason thereof. Any liability to the participated bidders due to rescheduled / cancellation of tender, the Oulgaret Municipal Council is not responsible for the same and no claim shall be entertained on this account.
- (6) If the date of submission of tender notified happens to be a holiday due to unforeseen circumstances, the tender will be opened on the next working day.
- (7) The tender of the bidder who does not satisfy the Eligibility and Technical Bid Criteria in the bid documents shall be liable to be rejected summarily without assigning any reason and no claim whatsoever on this account shall be considered.

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- (8) The eligibility criteria and other conditions are appended herewith.
- (9) The contractor not to claim any condition apart from the NIT.
- (10) EMD shall be refunded to unsuccessful bidders only after issuing of work order to the successful bidder.
- (11) The jurisdiction of court shall be at Puducherry District Court.
- (12) For any clarifications or for any other particulars the Commissioner, Oulgaret Municipality, Jawahar Nagar, Puducherry - 605 005 can be contacted during the working hours on all working days. Contact No. 0413 – 2200941. **E-mail:** om.pon@nic.in
- (13) Please contact e-Procurement cell e-tender help desk for guidance in Phone No. 0413-2220225 & 1800 233 7315 (Toll Free) during Office hours.


(A. SURESHRAJ)
COMMISSIONER

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