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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,
OFFICE OF THE DEVELOPMENT COMMISSIONER
GOVT. OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI(E), MUMBAI-400 096.
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No. SEEPZ-SEZ/ Ems/GIC/27/2016-17

Date: 31.08.2016

SUBJECT:- Tender Notice For " Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17".

The SEEPZ-SEZ Authority invites sealed tenders from experienced bidders for " Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17".

Complete tender documents are available on our website < www.seepz.gov.in >. Any further corrigendum / addendum to this tender document will be made available on aforesaid website. The bidders may regularly visit the website for checking any corrigendum/addendum to this document.

I) PROCEDURE FOR SUBMISSION OF TENDER :

1. The Tender should be submitted in a two bid system in two separate envelopes as under:

Envelope 1 super scribed 'Technical Bid' should contain the documents required for Technical Eligibility, as stated in sub-paragraph III.

Envelope 2 super scribed 'Financial Bid' should contain the Bid value as stated in sub-paragraph IV.

2. Both sealed envelopes should be submitted together in large cover super scribed as **“SEEPZ SEZ TENDER FOR “Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17“** on the top addressing to **“ The Manager (Estate), SEEPZ SEZ Authority, Office of the Development Commissioner, SEEPZ SEZ, Andheri (East), Mumbai - 400 096”**
3. The sealed envelope mentioned above will be received by this office up to **12.00 A.M. on 19.09.2016** by post/courier by the bidder personally or through their authorized representatives or the same can be dropped in the Letter Box kept on the ground floor, near Inward Section, specially for tenders.
4. Tenders received late, unsealed and without superscription are liable to be rejected.
5. The tender shall be duly signed with seal of Company/firm and complete in the printed form.
6. Every page of the tender document, including the specifications, etc. shall be duly signed by the bidder, in the bottom at left hand corner.
7. Every correction / deletion / addition / overwriting / slip pasted shall be signed by bidder.
8. Incomplete, ambiguous and conditional tenders will not be entertained.
9. The bidder shall submit the certificate of authorization of the Authorized Signatory/i.e. (applicable in case of the association of person /company / partnership firm).
10. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.
11. The bidder should quote the rates in words and in figures; if the rates quoted in words, differ from the rate quoted in figures, the lowest of the two will be taken as correct rate.

(III) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL BID:

ENVELOPE 1 super scribed 'Technical Bid' submitted by the Entities should contain the following documents to determine the Technical eligibility for empanelment.

1. The bidder shall submit the Earnest Money Deposit (EMD) for Rs. 15,000/- (Rs. Fifteen thousand Only) in the form of Demand Draft/ pay order drawn on any nationalized or scheduled bank in favour of "**SEEPZ Special Economic Zone Authority**".
2. Copies of PAN, TIN, VAT, Service Tax Number, and Income Tax Clearance certificate of Firm of Last three years.
3. A copy of the acceptance of terms and conditions duly signed by the bidder/firm(s) in token of having understood and agreed to the same should be attached along-with the Tender document.
4. **Proof in terms of copy of work order in respect of contract awarded by Central Government /Central Government PSU / Government of Maharashtra / Government of Maharashtra Autonomous Body / industrial area located in Maharashtra / Bank / reputed private firms in previous 5 years.**
5. An Affidavit duly notarized stating that he has not been blacklisted nor come any adverse notice by any office of Government / semi-Government / Public Sector undertaking.
6. An undertaking stating that the bidder shall not assign, transfer, pledge or sub contract the performance of services of part of services and shall further undertake to comply with the terms and conditions of the Tender documents.
7. The bidder should have its principal place of business at Mumbai Metropolitan Region. The Successful Applicant shall submit the documentary evidence to that effect such as Certificate of Incorporation, Certificate of commencement of business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity bill, Telephone bill etc.

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(IV) FINANCIAL BID:

1. ENVELOPE 2 super scribed "Financial Bid" will be opened only for eligible bidder.
2. ENVELOPE 2 super scribed "Financial Bid" should contain the Bid Value.
3. Financial Bid should contain the rates per month (exclusive of payable taxes) for " Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17".

(Ram Harish Choudhary)
Asstt. Development Commissioner
SEEPZ-SEZ

: OTHER TERMS AND CONDITIONS :

- i. **The successful bidder will be required to make the payment of Rs. 37,200/- (Rs. Thirty seven thousand two hundred only) or 3 % of accepted tender cost whichever is higher, towards initial security deposit** within 07 days from the date of finalization of the bid, in the form of Demand Draft drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority ". Failure to make the payment, in stipulated period will result into cancellation /termination of the contract and thereby the EMD amount will be forfeited. On receipt of Rs. 37,200/- (Rs. Thirty seven thousand two hundred only) or 3 % of accepted tender cost whichever is higher, the work order will be issued.
- ii. Total Security Deposit would be Rs.99,200/- or 8 % of accepted tender cost whichever is higher. Initial Security Deposit is paid by successful bidder before issue of work order. Remaining 5 % SD will be deducted from R.A. bill @ 5 % amount of the bill. Security deposit will be refunded after successful maintenance along with final bill.
- iii. The work of Watering and maintenance of potted plants along median and lawns as per scope of work in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17 shall be done only under the supervision of caretaker or any other representative nominated by the Authority for the said purpose.
- iv. All the costs in connection with cleaning, lifting, removing and disposing of the weed and waste materials will be borne by the successful bidder and no expenditure will devolve on the Authority.
- v. Spreading or drying or segregation of the materials and weeds in the zone will not be allowed.
- vi. The successful bidder shall be responsible for all cleaning, watering and maintenance aspects of lawns and potted plants during the contract period.
- vii. **Billing:-** Contractor shall submit R.A. bill per month in first week of next month. It will be paid within a month after scrutiny. Applicable taxes on the bill will be deducted.

- viii. The tender is not transferable. The successful bidder shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations under the tender notice.
- ix. In case the bidder fails to do the work of maintenance and watering properly without any justifiable reasons, the same will be treated as breach of contract and in that case the Authority will have the right to impose fine of Rs 500/- per day or cancel / terminate the work order, without assigning any reason. No representation will be entertained in this regard.
- x. On termination or cancellation of contract, the successful bidder shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.

(Ram Harish Choudhary)
Asst. Development Commissioner
SEEPZ-SEZ

Additional Contract Conditions

1. **Site of Work:** The site of work is situated within SEEPZ-SEZ, Andheri(E), Mumbai-96 SEEPZ-SEZ premises and Residential colony. It is a custom bonded area, hence contractor has to obtain gate passes to his workers/staff at his own cost. No claim on this account shall be entertained by SEEPZ-SEZ.
2. The contractor shall engage an authorized full time experienced person on this work capable of engaging & guiding the work & understanding the specifications. He will take orders as will be given by the Engineer-in-charge or his representative & shall be responsible for carrying them out. This person shall not be changed without prior intimation to the Engineer-in-charge & his representative on the work site.
3. The contractor will take all the precautions during the execution and maintenance of work, so as not to cause any damage to any property & shall be responsible to make it good at his cost as directed by the Engineer-in-charge.
4. If in the opinion of the Engineer-in-charge, any material, manure, fertilizer brought by the contractor is defective, improper, unsuitable or not as per specifications, the same shall be removed within 24 hours from the receipt of written instructions from the Engineer-in-charge, otherwise the same will be disposed off by Department at risk & cost of contractor & no claims will be entertained on this ground.
5. **Labour Rates & Labour Payments:** All the acts & rules regarding payment & other conditions of employing labour on the work shall be binding on the contractors. The provisions of Workmen's Compensation Act. Are also binding on the contractor who shall be responsible for making all payments due under the Act in case of accident. The provisions of Contract Labour (Regulation & Abolition) Act, 1970 are binding on the contractor.

** If the labour employed by the contractor is not found update mark, the contractor shall have to remove him/her from the site immediately.

6. **Accidents:** Should any accident, fatal or otherwise occur, a detailed report about the same shall be made promptly by the contractor to Engineer-in-charge, Police authorities & relatives of the persons who met with the accident & all cost involved therein shall be borne by the Contractors.
7. **Technical & Supervisory Staff:** The contractor shall engage on the work, a qualified & experienced supervisor capable of managing & guiding the work properly. This supervisor shall be authorized by the contractor in writing to receive orders issued by Engineer-in-charge from time to time. The contractor shall be responsible for carrying out these orders promptly. For this purpose the contractor shall employ adequate nos. of qualified persons to maintain the line, level & quality of work.
8. The contractor shall provide all facilities to his labour as per the Contract Labour (Regulation & Abolition) Act, 1970. He shall obtain license from the concerned Labour Commissioner.
9. The contractor shall thoroughly inspect the site of work & get himself fully acquainted with the site conditions before submitting his offer.
10. Extra charge for any item of work shall not be allowed unless the work to which it pertains is clearly beyond the spirit & meaning of the specifications or unless such work is ordered by the Engineer-in-charge & claimed for in the manner specified, before the work is taken in hand.
11. **General:** The contractor shall be deemed to be thoroughly conversant with the local condition such as the availability of all the materials, skilled & unskilled labour & to have based his rates accordingly for this work. He shall be deemed to have carefully studied all the specifications /drawings & followed them before the submission of his tender.
12. In case of any discrepancy between the type of working drawings on one hand & the wording of the corresponding item specifications there of as per & the contract, the later will be deciding for the purpose of actual execution of items. However, the Engineer's decision should be obtained in the matter beforehand. For a composite item, if any higher specification are to be adopted for any component other than that specified in the item & specification there for, extra rate shall be payable. No major deviation involving substantial extra outlay will be made without the prior approval of the Engineer-in-charge.

13. The Contractor shall undertake to carry out above work purely on contract basis and temporary basis and for that purpose, would engage sufficient competent personnel at SEEPZ at its own cost and responsibility.
14. The contractor shall be responsible for the corporate and personnel taxes, & service tax levied by the Government of India and State Government for the work done under this contract, if any.
15. That personnel shall be deployed by the Contractor on the job of the SEEPZ, subject to fulfillment of the standard of Physical Fitness & minimum qualification as specified in specification.
16. No employee of the Contractor shall be at the place of his work except during his duty hours.
17. The Contractor shall be responsible for the security and safety of the installations including and other moveable and immovable properties of the SEEPZ and shall ensure that strict vigil is maintained by the personnel so as not to cause loss or damage to the Corporation, whatsoever.
18. The personnel engaged/employed by the Contractor in relation to this contract shall be under direct control of the Contractor and there shall not exist any employer-employee relationship between the Corporation and the Contractor his personnel in any way.
19. On satisfactory fulfillment of the Contract, the SEEPZ shall pay to the Contractor, charges at the rates agreed for job. That the Contractor shall be responsible for the payment of salary/wages and other remuneration or allowances if any, to the personnel so employed by them and the corporation shall not be responsible for any such payment/liability. Moreover, the services of such personnel shall be governed by the service conditions extended to them by the Contractor, in accordance with the statutory provisions applicable to them, if any.
20. The Contractor shall maintain muster roll of his personnel and other statutory records and make payment and submit authentic proof of such disbursement to the corporation in respect of payment to his personnel in accordance with the statutory provisions applicable if any.

21. The SEEPZ will not be responsible to make any payment in respect of the personnel of the Contractor under any statutory obligation and/or any statutes such as Contract Labour (Regulation and Abolition) Act, 1970, Employee's Provident Fund Act, 1952, Workmen's Compensation Act, 1923, Payment of Gratuity Act, 1972 or any other statutes in force and/or which will be in force, or any other act as applicable. It will be sole responsible of the Contractor to make the payments as applicable.
22. The Contractor should make if applicable regular contribution of personnel's provident fund and ESIC of the concerned Personnel and give regular receipts to them and submit a consolidated report of the above said transactions to this office.
23. The Contractor should submit if applicable the proof of the previous contributions of employee's provident fund and ESIC within a period of three months from the date of given work order to the Contractor.
24. The Contractor shall undertake to comply with all other statutory provisions/ obligations in respect of the personnel engaged by them for the said contract work.
25. The Contractor shall be responsible for any loss or damage caused to the Corporation properties on account of any act of commission or commission on the part of its personnel and Supervisors / representatives and the same will be made good from the payment payable to the Contractor to the extent of the loss or damages so caused.
26. In case the contractor fails to comply with any of his obligations in the contract and/or in respect of any amount due from the contractor to SEEPZ, the security deposit shall be forfeited/adjusted towards such amount due from the contractor. The decision of SEEPZ Authority will be final in this regard.
27. The contractor should make his own arrangement to allow weekly holiday/public holiday to the personnel but alternative arrangement must be made so that contractor's personnel are available.

28. The Contractor shall be fully responsible against all claims, costs, charges arising out of personal injury or death to the employees. No accident risk of contractor's employee will be covered by SEEPZ. It is the entire responsibility of the contractor to bring the labour force covered under the Employee State Insurance Scheme. SEEPZ shall not be liable to pay any compensation.
29. This agreement shall remain in force initially for a period of 3 **months** from date of work order to and/ or up to completion of work. It will automatically come to an end on the expiry of the above contractual period however the said contract is liable to be terminated by giving 1 Month Notice by either party.
30. The SEEPZ reserves its right to deduct an amount @billing amount of the wages payable to the party of the second part as security deposit and towards the effective performance of the said Agreement and the same will be returned after the expiry of the agreement.
31. During the contract period, if any employee of Contractor is injured in any mishap, the Contractor shall be responsible for taking necessary action directly without involving SEEPZ in this behalf.
32. The Contractor shall also directly deal with any complaints or disputes or notices given by any Govt. Organizations without involving SEEPZ.

(Ram Harish Choudhary)
Asstt. Development Commissioner
SEEPZ-SEZ

Scope of work

The site of work is situated within SEEPZ-SEZ, Andheri(E), Mumbai-96 SEEPZ-SEZ premises and Residential colony. It is a custom bonded area. Work is for Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17". It includes following subworks.

1. Maintenance of lawn at SEEPZ Residential Colony by mowing, deweeding and keep them in lush conditions all the time.
2. Trimming of hedges, maintenance of shrubs by watering, manuring and spraying insecticides from time to time at SEEPS Residential Colony.
3. Rotation of potted plants at SEEPZ Office premises every fortnight and maintenance of potted plants by watering, airing soil, timely manuring, spraying and insecticides etc.
4. Watering, pruning and manuring of potted plants along median.
5. Material like soil, manure, providing fertilizer, insecticides required for maintenance.
6. Periodical supervision at site as required, to to supervise and guide to gardener for proper maintenance of gardens.
7. Work includes watering and maintenance of potted plants on daily routine basis.
8. Services of minimum one Garden supervisor and two gardeners at SEEPZ Colony and three gardeners at SEEPZ Office premises shall be provided.
9. Water (Recycled / tap water) will be supplied at specific locations in SEEPZ premises and Residential colony. Conveyance upto potted plants and lawns will be the responsibility of contractor.

SCHEDULE-B

Name of Work : "Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17"

QUANTITY	ITEM DESCRIPTION	RATE (in fig & words)	UNIT	AMOUNT (Rs)
12	<p>Item No. 1: Annual Maintenance of potted plants along median and Watering in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17. Item includes</p> <ol style="list-style-type: none"> 1. Maintenance of lawn at SEEPZ Residential Colony by mowing, deweeding and keep them in lush conditions all the time. 2. Trimming of hedges, maintenance of shrubs by watering, manuring and spraying insecticides from time to time at SEEPS Residential Colony. 3. Rotation of potted plants at SEEPZ Office premises every fortnight and maintenance of potted plants by watering, airing soil, timely manuring, spraying and insecticides etc. 4. Watering, pruning and manuring of potted plants along median. 		Job Month	

	<p>5. Material like soil, manure, providing fertilizer, insecticides required for maintenance.</p> <p>6. Periodical supervision at site as required, to supervise and guide to gardener for proper maintenance of gardens.</p> <p>7. Work includes watering and maintenance of potted plants on daily routine basis.</p>			
	Total Rs.			

COST ABSTRACT

“Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17”

Rupees _____

I/We agree to execute the above items at the rates quoted by me/us. All the terms & conditions mentioned in the tender document are acceptable to me/us.

Contractor

Engineer-in-charge

Detailed Item wise List and specifications

NAME OF WORK : Annual Maintenance Contract for Watering and maintenance of potted plants along median in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17“.

Item No. 1: Annual Maintenance of potted plants along median and Watering in SEEPZ-SEZ premises and SEEPZ Residential Complex for 2016-17. Item includes

1. Maintenance of lawn at SEEPZ Residential Colony by mowing, deweeding and keep them in lush conditions all the time.
2. Trimming of hedges, maintenance of shrubs by watering, manuring and spraying insecticides from time to time at SEEPS Residential Colony.
3. Rotation of potted plants at SEEPZ Office premises every fortnight and maintenance of potted plants by watering, airing soil, timely manuring, spraying and insecticides etc.
4. Watering, pruning and manuring of potted plants along median.
5. Material like soil, manure, providing fertilizer, insecticides required for maintenance.
6. Periodical supervision at site as required, to supervise and guide to gardener for proper maintenance of gardens.
7. Work includes watering and maintenance of potted plants on daily routine basis.

The work shall be carried out as per scope of work, the wording of the item, & as per the directions of Engineer-in-charge & as per the specifications and horticulture guide lines.

Mode of Measurement: The payment will be released on job basis per month for the completed item.

