



भारत सरकार / Government of India,  
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,  
सीपज़ - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-SEZ Authority,  
अंधेरी (पूर्व), मुंबई / Andheri (E), Mumbai -400 096  
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No. SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/Vol-I

Dated 18/05/2020

## NOTICE INVITING TENDER

Sub: Supply of Services (by providing skilled labourers with Supervisor ) for fixing the tarpaulin sheets @ SDF Bldgs/ G & J Bldgs and at SEEPZ Staff colony in SEEPZ - SEZ, Andheri (East), Mumbai.

### 1. IMPORTANT POINTS TO NOTE:

1.1	Period of sale of tender documents	The tender documents may be downloaded from <a href="http://www.seepz.gov.in">www.seepz.gov.in</a> , immediately.
1.2	Cost of tender documents	Free of Cost.
1.3	Pre-Bid Conference	On 27.05.20 at 11.30 AM through VC. Please provide mail id and mobile number (on <a href="mailto:jdcseepz-mah@nic.in">jdcseepz-mah@nic.in</a> ) and download WebEx app.
1.4	Last date of submission of duly filled in tender documents with time (sealed condition)	29.05.20 till 14:30 hrs.
1.5	Date & Time of opening of tender documents	29.05.20 at 15:30 hrs. in the Conference Hall of SEEPZ Service Centre at 2 <sup>nd</sup> floor, DC Office, SEEPZ-SEZ, Andheri (E), Mumbai-96.
1.6	Security Deposit/ Performance Guarantee Deposit (PGD)	10% of the contract value.
1.7	Earnest Money Deposit (EMD)	Nil

The SEEPZ-SEZ Authority invites sealed tenders from reputed, experienced and financially sound service provider for "Supply of services (by providing skilled labourers with supervisor) for fixing the tarpaulin sheets @ SDF Buildings / G & J Buildings and at SEEPZ Staff colony in SEEPZ - SEZ, Andheri (East), Mumbai.

## 2. SCOPE OF WORK:

1. The SEEPZ-SEZ zone is spread about 110.00 acres of land in the heart of MUMBAI, i.e. in Andheri (E), Near Jogeshwari - Vikhroli link road.
2. Many IT companies as well as Jewellery manufacturing units have established their 100% export business in the SEEPZ-SEZ premises.
3. At present the structural condition of the all SDF buildings are not up to the mark and needs to be attended to upgrade the building on top priority. The complaints of the unit holders are mainly about the seepage of rain water from the external wall surface. The rain water leakage are observed through the damaged parapet walls @ terrace level.
4. The successful bidder has to provide services by engaging experienced skilled labourers with Supervisor for executing the work of fixing the tarpaulin sheets which will be supplied to the bidder by SEEPZ-SEZ authority.
5. The safety of the skilled labourers with supervisor is the sole responsibility of the successful bidder. The bidder has to follow the time to time instructions of the officers of SEEPZ-SEZ authority while executing the work. He has also to follow the security procedure of SEEPZ-SEZ authority.
6. For fixing the tarpaulin sheet in position, the procurement of **kathaya (rope)** is the sole responsibility of the successful bidder. The other sundry material required to tide the tarpaulin sheet shall be brought by the contractor at his own cost. No separate payment will be made for any sundry material.

## 3. PROCEDURE FOR SUBMISSION OF TENDER:

1. The tender should be submitted in two bid system i.e. Technical Bid and Financial Bid.
  - (i) Technical bid should contain the documents required for technical eligibility, as per **Annexure-I**.
  - (ii) Financial bid should contain the bid value, as per **Annexure – II**.

Both sealed envelopes (technical bid + financial bid) should be submitted together in a larger cover with mentioning at the top as "*Tender for supply of services by providing skilled labourers with Supervisor for fixing Tarpauline in Seepz SEZ buildings and Seepz Colony, Andheri (East), Mumbai*" addressing to "The Estate Manager, SEEPZ-SEZ Authority, Office of the Development Commissioner, Andheri (East), Mumbai – 400 096.

2. The sealed larger cover mentioned at above, will be received in this office upto 2.30 p.m. on 29.05.20 by post / courier / personally / through authorized representative or same may be dropped in "Tender Box", which is kept at the Reception Counter at ground floor of the office.

3. Tender received late, unsealed and without superscription are liable to be rejected.
4. Tender documents (technical bid) shall be duly signed along with seal of the company / agency and complete in the printed form.
5. Every correction / deletion / addition / overwriting / slip pasted shall be signed by the bidder.
6. In complete ambiguous and conditional tenders will not be entertained.
7. The bidder shall submit the certificate of authorization of the Authorized Signatory/ies (applicable in case of the association of person / company / partnership firm).
8. The bidder should quote the rates in words as well as 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.
9. The bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender. In case of authorized representative, authority letter shall be submitted to the Tender Opening Committee at the time of opening of tender.
10. The committee may, if so desire relax / amend one or other condition/s to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry after submission of the bid shall not be entertained.
11. The technical competence / infrastructure facilities of the Entities will be ascertained before selection.
12. Organizations registered as MSME are eligible for exemption as per the Public procurement policy for Micro and small Enterprises order, 2012.
13. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time / stage, without assigning any reason/s whatsoever, and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
14. Incomplete bid (technical + financial) / laps of any required documents as per Annexure – I, will be rejected and no representation in this regard will be entertained.

**4. OPENING OF TENDER:**

1. The Envelope – 1 (Technical Bid) will be opened at 29.05.20 p.m. on 4.30 pm in the Conference Hall, Office of the Development Commissioner, SEEPZ-SEZ, Andheri (East), Mumbai in the presence of the bidders and or authorized representative(s) who may like to be present before the tender opening committee, so authorized.
2. Date and time for opening of Envelope – 2 (Financial Bid) will be intimated to the successful bidders at the time of opening of Envelope – 1.



(Harish Chaudhary)  
Asstt. Development Commissioner &  
Estate Manager,  
SEEPZ SEZ

*\*Hindi version will follow.*

**ANNEXURE – I**

**DOCUMENTS TO BE SUBMITTED AS TECHNICAL BID**

1. Copy of PAN& GST registration certificate.
2. Copies of Income Tax Return for last three preceding years.
3. Applicant shall be registered with any of local PWD (GoM) / CPWD/MJP/RAILWAY/CIDCO Authorities.
4. Applicant have to submit an affidavit on Rs. 100/- non judicial stamp paper duly notarized and stating following:

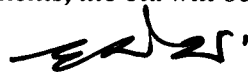
4.1 I/We have read the terms and conditions of tender notice and understood and accepted the same without deviation.

4.2 M/s \_\_\_\_\_ has not been blacklisted by any Office of Govt./Semi-Govt./Public Sector undertaking in the past.

4.3 Neither I/We nor any employee of M/s \_\_\_\_\_ have criminal background nor convicted by any Court of Law till submission of the tender. Further, I/we assure that I/we will depute the representative/s from our agency who does not have any criminal background till the date of attending opening of tender (technical + financial bid).

4.4 I/We shall not assign, transfer, pledge or sub contract the performance of services or part of services and shall further undertake to comply with the terms and conditions of the tender documents.

*\*All above documents mentioned at Sr. No. 1 to 3 shall be signed with company / agency stamp. Without attesting the documents, the bid will be rejected.*



**ANNEXURE – II**

**FINANCIAL BID FORMAT**

**Subject: Supply of services (by providing skilled labourers with supervisor) for fixing the tarpaulin sheets @ SDF Buildings / G & J Buildings and at SEEPZ Staff colony in SEEPZ - SEZ, Andheri (East), Mumbai.**

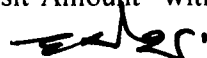
Sr. No.	Item Description	Total Qty	Unit	Rate in figure.	Rate in words	Amount (Rs.)
1	Details of Manpower required for fixing the tarpaulin sheets.					
	a) SDF-1 to SDF-6 = 6 no's Buildings. b) G & J Complex. 1, 2 & 3 = 3 no's buildings.	8,250.00 sq.mtr.	Per sq.mtr.			
	At SEEPZ staff colony					
	A Type building.					
	B type building.					
	C type building.					
	D type building.					
	Bidder's service charges ( lump sum amount for total job , is to be quoted).		Job.			
		<b>Total amount Rs.</b>				

*\*Rates should be quoted inclusive of all expenses and exclusive of GST.*



## OTHER TERMS AND CONDITIONS

1. The successful bidder should get the police verification of their authorized employees done before entry into the SEEPZ SEZ premises and the same should be made available to this office as and when required and demanded by the Estate Manager, SEEPZ SEZ Authority.
2. The successful bidder shall carry out their work as per the scope of work failing which the same will be treated as breach of contract and in that case the SEEPZ-SEZ Authority will have the right to cancel / terminate the contract without assigning any reason and security deposit amount will be forfeited. No representation will be entertained in this regard.
3. The successful bidder shall ensure to keep the surrounding of the work area neat and tidy in accordance with the guidelines provided by SEEPZ-SEZ Authority to meet the requirement of "Swatchh Bharat Abhiyan" campaign.
4. The successful bidder shall keep First Aid Kit at site.
5. The SEEPZ-SEZ Authority shall not be responsible for payment of wages and / or any other emoluments to the workers / employees of the successful bidder, so deployed. The successful bidder shall at all time keep the authority indemnified against any claim from its workers / employees in this regard. The successful bidder is solely responsible for making statutory compliances with Govt. in respect of deployed manpower by them in work.
6. **The work includes service of skilled labourers with supervisor for fixing the tarpaulin sheets at the roof slab of building and wherever it is necessary.**
7. **The successful bidder has to ensure that the tarpaulin sheet should be secured in such a manner, that it is not blown away.**
8. **The successful bidder has to ensure the maintenance of the affixed tarpaulin sheets for four months from date of affixing.**
9. **As the buildings are high rise, the service provider/contractor has to ensure and engage engineers too and assure the safety of the workers.**
10. The work is to be carried out as per the time to time instructions of the concern officer from SEEPZ-SEZ authority.
11. The successful bidder and his workers / employees shall comply with all the statutory rules and regulations including the Labour Laws and the guidelines issued by the SEEPZ-SEZ Authority from time to time and further ensure that they will have the valid gate passes and to maintain the discipline during the working hours.
12. **Billing – The payment shall be made by the SEEPZ-SEZ Authority as per the quoted and approved rates in financial bid of this tender. The payment will be made only on completion of affixing the tarpaulin sheet and that on completion of contract.**
13. The tender is not transferable. The successful bidder shall not engage any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations under the tender notice.
14. The successfully bidder shall have to submit the acceptance of terms & conditions stipulated herein along with the Security Deposit Amount within 07 working days



from the date of award of contract by way of Demand Draft / Pay Order drawn in favor of SEEPZ SEZ Authority Fund payable at Mumbai.

15. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement.
  16. If the services of the successful bidder are not found to be satisfactory, the SEEPZ-SEZ Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reason.
  17. On termination or cancellation of contract, the successful bidder shall not be entitled for any sum or sums, whatsoever, from the SEEPZ-SEZ Authority by way of compensation, damages or otherwise.
  18. Bidder should sign on all the pages of Tender documents by putting their stamp.
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*SEZ*

