



सं. सीपज़-सेज़/ईएमएस/जीसी/सीसी/74/2018-19/वॉल्यू-1/ 14227

दिनांक 18/07/2019

निविदा आमंत्रण सूचना

विषय: वर्ष 2019-20 के लिए सीपज़-सेज़ परिसर तथा सीपज़ आवासीय संकुल (सरकारी क्वार्टरों) की मशीनीकृत / हाथ से सफाई तथा रखरखाव सेवाएं।

सीपज़-सेज़ प्राधिकरण वर्ष 2019-20 के लिए सीपज़-सेज़ परिसर तथा सीपज़ आवासीय संकुल (सरकारी क्वार्टरों) की मशीनीकृत / हाथ से सफाई तथा रखरखाव सेवाओं के लिए मुहरबंद निविदाएं आमंत्रित करता है।

(I) निविदा प्रस्तुत किए जाने की प्रक्रिया:

1. निविदाएं दो बोली प्रणाली में प्रस्तुत की जाएं अर्थात्;

लिफाफा 1 के ऊपर "तकनीकी बोली" लिखा गया हो जिसमें पैरा (III) में यथाउल्लिखित तकनीकी पात्रता के लिए आवश्यक दस्तावेज़ रखे जाएं।

लिफाफा 2 जिस पर "वित्तीय बोली" लिखा गया हो जिसमें पैरा (IV) में यथाउल्लिखित बोली मूल्य रखा जाए।

2. ये दोनों मुहरबंद लिफाफे एक साथ एक बड़े लिफाफे में प्रस्तुत किए जाएं जिस पर लिखा हो, "वर्ष 2019-20 के लिए सीपज़-सेज़ परिसर तथा सीपज़ आवासीय संकुल (सरकारी क्वार्टरों) की मशीनीकृत / हाथ से सफाई तथा रखरखाव सेवाओं के लिए निविदा" तथा यह लिफाफा संपदा प्रबंधक, विकास आयुक्त का कार्यालय, सीपज़-सेज़, अंधेरी (पूर्व), मुंबई - 400 096 को संबोधित किया जाए।

3. उपर्युक्त उल्लिखित मुहरबंद लिफाफा इस कार्यालय में दिनांक 21/08/2019 को अपराह्न 2.30 बजे तक डाक/कूरियर, स्वयं बोलीदाता द्वारा अथवा उसके प्राधिकृत प्रतिनिधि द्वारा स्वीकार किया जाएगा अथवा विकास आयुक्त कार्यालय के भूमि तल पर स्थित आवक अनुभाग के निकट रखें निविदा पेटी में डाला जाए। निर्धारित तारीख तथा समय के पश्चात प्राप्त होने वाले लिफाफे पर विचार नहीं किया जाएगा।

4. निविदा जो विलंब से प्राप्त किए जाएंगे अथवा जो मुहरबंद नहीं होंगे अथवा जिनके ऊपर लिखा हुआ नहीं रहेगा, वे अस्वीकृत किए जा सकते हैं।

5. निविदा पर विधिवत हस्ताक्षर किए जाएं तथा जो मुद्रित फॉर्म में पूर्ण हों।

6. सभी सुधारों / परिवर्धनों तथा चिपकाई गई परिचियों पर निविदादाता / बोलीदाता द्वारा हस्ताक्षर किए जाएं।
7. अपूर्ण, अस्पष्ट तथा सशर्त कोटेशन पर विचार नहीं किया जाएगा।
8. बोलीदाता को प्राधिकृत हस्ताक्षरकर्ता/हस्ताक्षरकर्ताओं के प्राधिकार का प्रमाणपत्र (जोकि व्यक्ति, कंपनी, पार्टनरशिप फर्म के संघ के रूप में लागू हो) प्रस्तुत करना होगा।
9. यदि निविदा किसी फर्म द्वारा प्रस्तुत किया जाता है, तो इस पर प्रत्येक पार्टनर द्वारा अलग-अलग अवश्य हस्ताक्षर किया जाए अथवा किसी पार्टनर की अनुपस्थिति में, उनकी ओर से इस पर हस्ताक्षर करने के लिए प्राधिकृत किए जाने का मुख्तारनामा रखने वाले व्यक्ति द्वारा हस्ताक्षर किया जाएगा।
10. बोलीदाता शब्दों में तथा अंकों में उल्लिखित दरों का उल्लेख करेंगे। यदि शब्दों में कोट की गई दरें, अंकों में कोट की गई दरों से भिन्न हों, तो इन दोनों में से जो भी दर सबसे कम होगी, वही दर सही मानी जाएगी।
11. कोटेशन की दर के साथ बयाना जमा राशि (ईएमडी) के रूप में 5,00,000/- रु. (पांच लाख रूपए मात्र) का डिमांड ड्राफ्ट/पे आर्डर जो कि "सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण निधि" मुंबई के पक्ष में किसी राष्ट्रीयकृत अथवा अनुसूचित बैंक पर आहरित हो, देना होगा। बयाना जमा राशि के भुगतान के छूट की स्थिति, आवश्यक दस्तावेज़ तकनीकी बोली के साथ प्रस्तुत करें।
12. बोलीदाता निविदा खोले जाने के समय स्वयं अथवा अपने प्राधिकृत प्रतिनिधि के माध्यम से प्रतिनिधित्व कर सकते हैं।
13. समिति यदि चाहे, तो बोलीदाता की पात्रता का निर्धारण करने के लिए किसी शर्त/शर्तों में छूट दे सकती है/संशोधन कर सकती है। बोली के प्रस्तुत किए जाने के पश्चात किसी प्रकार की पूछताछ स्वीकार नहीं की जाएगी।
14. चयन के पहले फर्मों/कंपनियों की तकनीकी क्षमता/संरचनात्मक सुविधाओं का अभिनिश्चय किया जाएगा।
15. निविदा बयाना राशि तथा इसमें इसके पश्चात उल्लिखित तथा उपर्युक्त अपेक्षित दस्तावेज़ों के बिना सरसरी तौर पर अस्वीकृत कर दिए जाएंगे।
16. समिति द्वारा "तकनीकी पात्रता" के लिए उपलब्ध कराए गए दस्तावेज़ों के आधार पर सभी बोलियों का मूल्यांकन किया जाएगा। दस्तावेज़ों की संवीक्षा किए जाने के पश्चात समिति पात्र बोलीदाता का चयन करेगी।
17. सीपज़-सेज़ प्राधिकरण के पास बिना कोई कारण बताए किसी भी समय तथा किसी भी अवस्था में कोई अथवा सभी निविदा को अस्वीकृत करने का अधिकार सुरक्षित है तथा इस संबंध में सीपज़-सेज़ प्राधिकरण का निर्णय बोलीदाता के लिए अंतिम तथा बाध्यकारी होगा।
18. कोटेशन वापस लिए जाने की स्थिति में ईएमडी जब्त कर लिया जाएगा।

(II) निविदा का खोला जाना।

1. लिफाफा 1, जिसके ऊपर लिखा गया हो, "तकनीकी बोली" दिनांक 23/08/2019 को अपराह्न 03.30 बजे, विकास आयुक्त कार्यालय, सीपज़-सेज़, अंधेरी (पूर्व), मुंबई-400096 में बोलीदाताओं अथवा उनके प्राधिकृत प्रतिनिधि/प्रतिनिधियों जो निविदा समिति के पूर्व उपस्थित होना चाहते हों, के समक्ष खोली जाएगी। प्राधिकृत प्रतिनिधि/प्रतिनिधियों को एजन्सी/कंपनी से प्राप्त प्राधिकार पत्र प्रस्तुत करना होगा।
2. लिफाफा 2 जिसके ऊपर "वित्तीय बोली" लिखा गया हो, के खोले जाने की तारीख तथा समय की सूचना लिफाफा 1 के खोले जाने के समय सफल बोलीदाता को दी जाएगी।

नोट: केवल पात्र बोलीदाताओं के लिए ही लिफाफा 2 जिसके ऊपर "वित्तीय बोली" लिखा गया हो, खोले जाएंगे।

(III) तकनीकी कोटेशन के आधार पर पूर्व अर्हता का मानदंड:

लिफाफा 1 जिसके ऊपर लिखा गया हो "तकनीकी बोली" में निम्नलिखित दस्तावेज़ रखे जाएं ताकि इनके आधार पर नामिकायन के लिए तकनीकी पात्रता का निर्धारण किया जा सके।

1. सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण निधि" के पक्ष में आहरित मुंबई में देय किसी भी राष्ट्रीयकृत अथवा अनुसूचित बैंक पर आहरित डिमांड ड्राफ्ट/पे आर्डर के रूप में 5,00,000/- (पांच लाख रूपए मात्र) की बयाना जमा राशि (ईएमडी)।
2. बोलीदाता के पास संबंधित क्षेत्र का कम से कम 5 वर्षों अथवा 5 वर्षों से अधिक का अनुभव हों।
3. कंपनी का पिछले तीन वर्षों के दौरान औसत टर्नओवर रु. 7.00 करोड़ से कम ना हो। तकनीकी बोली के साथ सनदी लेखाकार द्वारा प्रमाणित तुलन पत्र की प्रतिलिपि अवश्य प्रस्तुत की जाए।
4. भारत के प्रधान मंत्री द्वारा प्रारंभ स्वच्छ भारत अभियान" की अपेक्षाओं को पूरा करने के लिए सीपज़ – सेज़ परिसर तथा सीपज़ आवासीय संकुल (सरकारी क्वार्टरों) की सफाई प्रक्रियाओं का विस्तृत ब्योरा निम्नानुसार है:-
 - i. प्रत्येक क्षेत्र अथवा मद के लिए सफाई तथा लक्ष्य की योजना।
 - ii. उपकरणों तथा जनशक्ति की सूची (प्रत्येक मद संख्या का अलग – अलग उल्लेख किया जाए।
 - iii. पर्यवेक्षण जिसमें परीवेक्षकों की संख्या की उल्लेख किया जाए, की कार्यप्रणाली।
 - iv. रिपोर्टिंग प्रणाली / लेखा परीक्षा।
 - v. जिम्मेदार प्रमुख / प्रबंधक जो सौंपे गए कार्यों में होने वाली चूक के लिए जवाबदेय हो।
5. बोलीदाता को किसी एकल संविदा में 1,50,00,000/- रु. (एक करोड़ पचास लाख रूपए) के वार्षिक मूल्य का संतोषजनक ढंग से मशीनीकृत / हाथ से सफाई तथा रखरखाव सेवाएं देने का अनुभव हो तथा वह पिछले तीन वर्षों के दौरान एमआइडीसी तथा सीपज़ – सेज़ को छोड़कर अन्य किसी संगठन में इस प्रकार की सेवा करने वाले ग्राहकों की सूची संलग्न करे।

6. बोलीदाता को अपने किसी ऐसे एक ग्राहक से गृहप्रबंधन सेवाओं के संतोषजनक कार्य होने का पत्र/प्रमाणपत्र देना होगा जिसे उसने हाल किया हो।
7. निविदा एजेन्सी का मुंबई में मुख्य स्थान हो। कंपनी/एजेन्सी को निगमन प्रमाणपत्र, व्यापार प्रारंभ करने का प्रमाणपत्र तथा दुकान तथा अधिष्ठान लाइसेन्स परिसर अधिभोग करने संबंधी करार, बिजली बिल, टेलीफोन बिल आदि का दस्तावेजी प्रमाण प्रस्तुत करना होगा।
8. बोलीदाता के पास मशीनीकृत रखरखाव सेवा सहित वैध गुणवत्ता सेवा प्रमाणपत्र आईएसओ 9001:2000 सिरीज अथवा समतुल्य का प्रमाणपत्र हो।
9. तकनीकी बोली में कार्य क्षेत्र में यथाविनिर्दिष्ट प्रत्येक समूह क, क1, ख तथा ग के लिए जनशक्ति परिनियोजन तथा मशीनरी का अलग – अलग विवरण दिया जाए।
10. बोलीदाता को कंपनी/एजेन्सी का पता, संपर्क व्यक्ति का नाम, ई-मेल आईडी, टेलीफोन तथा फैंक्स संख्या का विवरण प्रस्तुत करना होगा।
11. मालिक(कों) / भागीदार(रों) / निदेशक(कों) आदि की सूची के साथ कंपनी में उनकी होल्डिंग का ब्योरा।
12. पैन, जीएसटी पंजीकरण तथा पिछले तीन वर्षों के दौरान भुगतान किए गए आयकर की प्रतिलिपियां।
13. कर्मचारी राज्य बीमा अधिनियम, 1948 के अधीन पंजीकरण प्रमाणपत्र की प्रतिलिपि तथा नवीनतम संदत्त चलान की प्रतिलिपि।
14. कर्मचारी भविष्य निधि अधिनियम, 1952 के अधीन पंजीकरण प्रमाणपत्र की प्रतिलिपि तथा नवीनतम संदत्त की चलान प्रतिलिपि।
15. केंद्र/राज्य प्राधिकरण द्वारा जारी लेबर लाईसेंस की प्रतिलिपि।
16. बोलीदाता रु. 100/- न्यायिकेतर स्टंप पर ज्योकी विधिवत नोटरीकृत किया गया हों को शपथ पत्र प्रस्तुत करेगा, जिसमें निम्नलिखित का उल्लेख किया गया हों ;
 - 16.1 मैंने/हमने निविदा सूचना में अनुबंधित निबंधन एवं शर्तों को अच्छी तरह समझ लिया है तथा मैं/हमने इसे स्वीकार करता हूँ/करते हैं।
 - 16.2 मेरी/हमारी कंपनी _____ तथा हमारे कर्मचारियों का निविदा प्रस्तुत किए जाने तक कोई अपराधिक पृष्ठभूमि नहीं है।
 - 16.3 मेसर्स _____ को किसी सरकारी / अर्धसरकारी / सार्वजनिक क्षेत्र के उपक्रम के कार्यालय द्वारा अतीत में काली सूची में नहीं डाला गया है और ना ही कोई प्रतिकूल टिप्पणी की गई है।
 - 16.4 मैं/हम सेवाओं के निष्पादन अथवा सेवाओं का कोई भाग ना तो किसी को सौंपेंगे ना ही उप ठेके पर देंगे तथा आगे वचन देता हूँ/देते हैं की निविदा दस्तावेजों के निबंधन एवं शर्तों का अनुपालन करूंगा/करेंगे।

➤ कार्य का क्षेत्र:

- (क) कार्य का क्षेत्र संलग्नक में दिया गया है। तथापि, बोलीदाता को व्यक्ति अथवा मशीनों का उपयोग करके जैसाकि आवश्यक हो हाइ फुटफॉल एरिया को साफ रखना होगा। संविदाकार को सीपूज – सेज तथा अन्य क्षेत्रों में स्वच्छता बनाए रखने के लिए दैनिक आधार पर इनके उपयोग किए जाने की आवृत्ति का निर्धारण करना होगा।
- (ख) क्षेत्र परिसर के अंदर मलबे / अपशिष्ट सामग्रियों / रैंबिट / बिखरे हुए पत्तों को हटाया जाए तथा संपदा प्रबंधक, सीपूज – सेज प्राधिकरण की अनुमति / पर्यवेक्षण के तहत इन्हें बीएमसी द्वारा निर्धारित स्थानों पर फेंकवाया जाए।
- (ग) सफाई का कार्य स्वच्छ भारत अभियान द्वारा जारी दिशा-निर्देशों के अनुसार करवाया जाए तथा बोलीदाता इसके लिए अपनी योजना प्रस्तुत करें।
- (घ) सफलबोलीदाता को संपदा प्रबंधक द्वारा इसी प्रकार के अतिरिक्त कार्य भी सौंपे जा सकते हैं। तथापि, ऐसे अतिरिक्त कार्यों के लिए बोलीदाता को मुआवजा दिया जाएगा।

(IV) वित्तीय बोली:

1. लिफाफा 2 जिसके ऊपर “**वित्तीय बोली**” लिखा गया हो, केवल पात्र बोलीदाताओं के बीच ही खोला जाएगा।
2. वित्तीय बोली में कार्य क्षेत्र में प्रत्येक समूह क, क1, ख तथा ग के लिए अलग – अलग अनुमानित मूल्यों का उल्लेख किया जाए। बोली का निर्धारण समेकित मूल्य पर किया जाएगा। मूल्य निर्धारण की कार्यप्रणाली से संबंधित व्याख्या।

21/2

(राजू कुमार)

सहा. विकास आयुक्त,
सीपूज – सेज



भारत सरकार / Government of India
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,
विकास आयुक्त का कार्यालय / Office of the Development Commissioner,
सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone,
अंधेरी (पूर्व), मुंबई / Andheri (East), Mumbai - 400 096
टेलि. / Tele. : 022-28294719 फैक्स / Fax : 28291385.
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No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/Vol-I/14227

Dated 18/07/2019

NOTICE INVITING TENDER

Sub: Mechanized / Manual Cleaning work and Housekeeping Services for SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the Year 2019-20.

The SEEPZ-SEZ Authority invites sealed tenders for carrying out mechanized / manual cleaning work and housekeeping services contract at SEEPZ-SEZ campus and SEEPZ Residential Complex (Govt. Quarters) for the Year 2019-20.

(I) PROCEDURE FOR SUBMISSION OF TENDER:

1. The tender should be submitted in two bids system i.e.

Envelope 1 superscribed as "Technical Bid" should contain the documents required for technical eligibility as stated in paragraph (III).

Envelope 2 superscribed as "Financial Bid" should contain the bid value as stated in paragraph (IV).

2. Both sealed envelopes should be submitted together in larger cover and superscribed as "Tender for mechanized / manual cleaning work and housekeeping services in SEEPZ-SEZ Campus as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2019-20" on the top of the envelope and address to "The Estate Manager, O/o the Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai - 400096.

3. The sealed envelope mentioned above will be received by this office till **21/08/2019 up to 02:30 p.m.** by post / courier, by the bidder personally or through their authorized representatives or the same can be dropped in the **Tender Box** kept on ground floor of DC Office near Inward Section. The envelope received after stipulated date and time shall not be entertained.

4. Tender received late, unsealed and without superscription are liable to be rejected.

5. The tender shall be duly signed and complete in the printed form.

6. All corrections, additions and pasted slips should be initiated by the tenderer / bidder.
7. Incomplete, ambiguous and conditional quotations will not be entertained.
8. The bidder shall submit the certificate of authorization of the authorized signatory/ies (applicable in case of the association of person / company / partnership firm).
9. 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.
10. The bidder should quote the rate in words and in figures. If the rate quoted in words will differ from the rate quoted in figures, the lowest of the two will be taken as correct rate.
11. The rate of quotation for the tender should be accompanied by Earnest Money Deposit (EMD) for Rs. 5,00,000/- (Rupees five lakhs) in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled Bank in favor of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai. In case of exemption claims from the payment of EMD, necessary documents must be submitted along with the technical bid.
12. The bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
13. The Committee may, if so desire relax / amend one or other condition to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry, after submission of the bid, shall not be entertained.
14. The technical competence / infrastructure facilities of the entities will be ascertained before selection.
15. The tender not accompanied by EMD and the required documents mentioned hereinafter or above, will be summarily rejected.
16. All bidders would be evaluated by the Committee on the basis of documents provided for technical eligibility. After scrutinizing the documents, the Committee shall select the eligible bidders.
17. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time / stage, without assigning any reasons, whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
18. ***In case of withdrawal of the bid, the EMD will be forfeited.***

(II) **OPENING OF TENDER:**

1. The Envelop 1, superscribed as "Technical Bid" will be opened first on **23/08/2019 at 03:30 p.m.** in DC Office, SEEPZ-SEZ, Andheri (E), Mumbai – 400096 in presence of the bidders and or their authorized representative/s who may like to be present before the tender committee. The authorized representative/s have to produce authorization letter from their agency / company.
2. The date and time for opening of Envelop 2 superscribed "Financial Bid" will be declared at the time of opening of Envelop 1.

Note: Envelop 2 superscribed as "Financial Bid" will be opened only for eligible bidders.

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

Envelop 1 superscribed as "Technical Bid" submitted by the entities should contain the following documents to determine the technical eligibility for selection.

1. EMD of Rs. 5,00,000/- (Rupees five lakhs) in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled Bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai.
2. Bidders have min. 05 years or more than 05 years of experience in the relevant field.
3. Average turnover of the company should not be less than 7.00 Cr. during preceding three years. Balance sheet/CA certified copy must be submitted along with technical bid.
4. Detailed plans of cleaning process in SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) to meet the requirement of "Swachh Bharat Abhiyan" campaign launched by the Prime Minister of India containing the following:-
 - i. Plan for cleaning and target for each area or item.
 - ii. List of equipments and manpower (for each item, no. should be mentioned separately)
 - iii. Methodology of supervision indicating the number of Supervisors.
 - iv. Reporting System / Audit.
 - v. The responsible Head / Manager who will be accountable for any lapse in work so assigned.
5. The bidder should have satisfactorily completed mechanized / manual cleaning work and housekeeping services of an annual value of Rs. 1,50,00,000/- (Rupees One crore fifty lakh) in a **single contract** and should also provide a list of clients, excluding MIDC and SEEPZ-SEZ, served by his organization in course preceding three years.

6. The bidder should provide a letter/certificate from one of the client in the recent past indicating satisfactory delivery of housekeeping service.
7. The tendering agency should have principal place of business in Mumbai. The entities shall submit the documentary evidence to that effect such as Certificate of Incorporation/Certificate of Commencement of Business/Shop & Establishment License/Agreement/s acquiring the premises/Electricity Bill/Telephone Bill etc.
8. The bidder should have a valid Quality of Service Certificate ISO 9001:2000 series or equivalent including mechanized housekeeping service.
9. Technical Bid should mention deployment of manpower and machinery separately for each Group 'A', 'A1', 'B' and 'C' as specified in Scope of Work.
10. The bidder should submit the details of entities with address, contact person name, e-mail ID, telephone and fax no.
11. List of Owner(s)/partner(s)/Director(s) etc. along with their holding/s in the entity.
12. Photocopy of PAN, GST registration and IT return of preceding three years.
13. Copy of registration certificate under ESI Act, 1948 and also copy of the latest paid challan.
14. Copy of registration certificate under EPF Act, 1952 and also copy of the latest paid challan.
15. Copy of Labour License issued by the Central/State Authorities.
16. Bidder have to submit an affidavit on **Rs. 100/-** non judicial stamp paper duly notarized stating following:
 - 16.1 I/We understood all the terms and conditions stipulated in the tender notice and I/We accept and agreed to the same.
 - 16.2 I/We the company M/s _____ does not have any criminal background nor our employee/s, till submission of the tender.
 - 16.3 M/s _____ has not been blacklisted nor come any adverse notice by any office of Government/ Semi-Government / Public Sector undertaking in the past.
 - 16.4 I/We 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.

➤ **SCOPE OF WORK:**

- (a) The scope of work is given in the annexure; however the bidder should keep high footfall areas clean by deploying person or machines as may be required. The contractor should decide the frequency on daily basis to maintain cleanliness at SEEPZ-SEZ and other areas.
- (b) Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated place under the permission / supervision of the Estate Manager, SEEPZ-SEZ Authority.
- (c) The cleaning shall be in accordance of guidelines issued by Swachh Bharat Abhiyan and the bidder should submit plans for the same.
- (d) The successful bidder may be assigned extra work of similar nature by Estate Manager, however for the extra work the compensation shall be given to the bidder.

(IV) **FINANICAL BID:**

1. Envelop 2 superscribed as "Financial Bid" should contain the bid value.
2. Financial Bid should give the estimated value of service covered in each Group 'A', 'A1', 'B' and 'C' separately in scope of work. The bid will be decided on the consolidated value. (explanation about the methodology of value determination)



(Raju Kumar)
Asstt. Development Commissioner,
SEEPZ-SEZ

Evaluation and Selection:

The Committee will evaluate proposals against the mandatory criteria as detailed in Para - III. Proposals meeting all the mandatory criteria will then be assessed and scored against the evaluation criteria. Committee's decision on evaluation shall be final and binding on all the bidders. Bidders who qualify the evaluation criteria will be shortlisted for opening of commercial bids. Commercial bids will be opened for the qualified bidders post technical evaluation.

Two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 70% weightage would be given to the Technical Evaluation and 30% weight age would be given to the Financial Bid -

First Stage:

- i. Only technical proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Service providing abilities (pre-qualification criteria) and Technical Evaluation" section by the Committee.
- iii. The technical proposal scoring at least 35 marks shall be considered as "Qualified on Technical Parameters". A proposal shall be rejected at this stage, if it does not respond to important aspects of the tender notice or if it fails to achieve the minimum technical score. (i.e. at least 35 marks)

Second Stage:

Financial bid of the firms which qualify on technical parameters [laid down as "Service Providing Abilities (pre-qualification criteria)] only shall be opened. Financial bids shall be evaluated based on rates (all inclusive except all taxes) quoted.

Final Selection:

The bidders shall be shortlisted based on points received in QCBS, which will be as follows:

Method of Selection:

Financial proposals of only those firms which are declared technically qualified shall be opened. In deciding the final selection of the agency / company, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for pre-qualification. The price bids of only those agencies / companies who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the employer will use the following formula:

- i) **Total points** = {0.7 x T(s)} + {0.3x100xLEC/EC}, where T(s) stands for technical score, EC stands for Evaluated Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

ii) **Example: Suppose 3 firms A, B, C submit bids and the Technical Evaluation Committee awards them 75, 80 and 90 Marks respectively. Since all the three bidders qualified the Technical Evaluation, their Financial bids were opened and the following were the quoted prices of the three firms:-**

A - Rs.120

B - Rs.100

C - Rs.110

(B becomes lowest evaluated cost). The points will be awarded as follows:

A $100/120 \times 100 = 83$ points

B $100/100 \times 100 = 100$ points

C $100/110 \times 100 = 91$ points

In the combined evaluation, thereafter, the Evaluation Committee calculated the combined Technical & Financial score as under:-

Proposal A: $75 \times 0.70 + 83 \times 0.30 = 77.4$ points

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points

The three proposals in the combined technical & financial evaluation will be ranked as under:

A: 77.4 points: H3

B: 86 points: H2

C: 90.3 points: H1

Proposal C, with the highest total points will thus be recommended for award of contract.

The Client reserves the right not to accept the lowest bid.

Technical Evaluation:

Sr. No.	Criteria	Documents required	Marks Distribution	
			Years	Marks
1	No. of years of experience (for completed years) of conducting all types of cleaning / housekeeping works	Copy of work order should be enclosed along with technical bid.	5 - 10	5
			10 - 15	10
			15 & above	15
			Total Marks	15

2	Average turnover of the company / agency should be Rs. 7.00 Cr. in three preceding years.	Balance sheet of the company / CA certified certificate showing the average turnover of Rs. 7.00 Cr. during three preceding years.	<table border="1"> <thead> <tr> <th>Turnover</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>7 to 14 Cr.</td> <td>5</td> </tr> <tr> <td>14 to 21 Cr.</td> <td>10</td> </tr> <tr> <td>21 Cr. & above</td> <td>15</td> </tr> <tr> <td>Total</td> <td>15</td> </tr> </tbody> </table>	Turnover	Marks	7 to 14 Cr.	5	14 to 21 Cr.	10	21 Cr. & above	15	Total	15
			Turnover	Marks									
7 to 14 Cr.	5												
14 to 21 Cr.	10												
21 Cr. & above	15												
Total	15												
3	<p>Action Plan</p> <p>(i) Plan for cleaning and target for each area or item</p> <p>(ii) List of Equipments and Manpower (for each item, number should be mentioned separately)</p> <p>(iii) Methodology of supervision indicating the number of Supervisors</p> <p>(iv) Reporting System / Audit</p> <p>Total Marks</p>	<p>Action plan for (i), (ii), (iii) & (iv) in hard copy should be enclosed along with technical bid.</p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>40</p>										
4	<p>Evaluation and Assessment based on the Power Point Presentation of Sr. No. 3 mentioned above including (i), (ii), (iii) & (iv) by the participated agency / company. (PPT presentation should not be more than 10 minutes)</p>	--	Total - 30										

Note: 70% weightage will be given to Technical Bid and 30% weightage will be given to Financial bid. Financial bid of only those company / agency, which secure a minimum of 35 marks out of 70 in Technical evaluation, will be opened.

TERMS & CONDITIONS

❖ RESOURCES USED ON SITE:-

1. **Supply of materials by the contractor:**

The contractor will provide every article which may be necessary and requisite for the due and proper execution of the several works included in contract.

2. **Action in case of improper materials and workmanship:**

If in the opinion of the Estate Manager, any work or any part thereof is executed with improper materials or defective workmanship, the contractor shall when required by the Estate Manager, forthwith re-execute the same and substitute proper material and workmanship and in case of default by the contractor in so doing within a week from the date of the requisition, the Estate Manager, shall have full power to employ other persons to re-execute the work and cost thereof shall be borne by the contractor.


3. The tender should be inclusive of cost of materials required for the execution of the contract. The quality type and make materials used in the work shall be as per samples approved by the Estate Manager.

4. Metered water supply will be made available to the contractor and water consumed will be charged at the prevailing rate subject to change as decided by SEEPZ SEZ Authority from time to time. The charges for water connection providing meter shall be borne by the contractor. The contractor shall at his own expense make all necessary provisions for water supply and sanitary arrangements for his employees.

5. Mechanical devices will have to be used for all rounds / pavements and other large surfaces.

❖ ACTION TAKEN AGAINST DAMAGES OR UNSATISFACTORY WORK:

1. Action when the progress of any particular portion of the work is unsatisfactory:

 If the progress of any particular portion of the work is unsatisfactory the Estate Manager shall, notwithstanding that the general progress of the work is in accordance with the conditions mentioned be entitled to take action after giving the contractor 10 days notice in writing. The contractor will have no claim for compensation, for any loss sustained by him owing to such action.

2. **Action and compensation payable in case of backlog / delay:**

If at any time before security deposit is refunded to the contractor, it shall appear to the Estate Manager or his subordinate in-charge of the work, that any works have been executed with unsound, imperfect or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted, it shall be lawful for the Estate manager to intimate this fact in writing to the contractor and then notwithstanding the fact that the work, materials or articles complained or any have been inadvertently

passed, certified and paid for, the contractor shall be bound to forthwith rectify or remove or reconstruct the work so specified in whole or in part, as the case may require, or if so required, shall remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of his failing to do so within in the limit aforesaid, the contractor shall be liable, to pay compensation at the rate of 1% on the amount of the estimated cost for every day not exceeding 10 days, during which the failure so continues and in the event of any such failures as aforesaid the Estate Manager may rectify or remove and re-execute the work or remove and replace the material / articles complained of, as the case may be, at the risk and expenses in all respects of the contractor, should the Estate Manager consider that any such inferior work or materials as described above is not acceptable, then it will be straight way rejected.

3. Responsibility of contractor for damage or fire etc.:

From the commencement of the work to the completion of the same, the contractor will take all precautions during the execution of work. The work shall be under the contractor's charge. The contractor shall be held responsible for any damage done to the same by fire or any other cause and they shall be liable to make good all such damages and to carry out any repairs which may be rendered necessary to the same by fire or other causes and they are to hold the SEEPZ SEZ Authority harmless from any claims for injuries to persons or structural damage, damage to property happening from any neglect or default or want of proper care or misconduct on the part of the contractor or any of their employee during the execution of the work.

4. Contractor liable for damage done and for imperfections:

If during the period of NIL Months from the date of completion as certified by the Estate Manager or NIL Months after commissioning the work, whichever is earlier in the opinion of the Estate Manager, the said work is defective in any manner whatsoever, the contractor shall forthwith on receipt of notice in that behalf from the Estate Manager, duly commence execution and completely carry out at his cost in every respect all the work that may be necessary for rectifying and setting right the defects specified therein strictly in accordance with and in the manner prescribed and under the supervision of the Estate Manager. In the event of the contractor failing or neglecting to commence execution of the said rectification work within the period prescribed therefore in the said notice and or to complete the same as aforesaid as required by the said notice, the Estate Manager shall get the same executed and carried out departmentally or by any other agency at the risk on account and at the cost of contractor. The contractor shall forthwith on demand pay to the SEEPZ-SEZ Authority the amount of such costs, charges and expenses sustained or incurred by the SEEPZ-SEZ Authority of which the certificate of the Estate Manager shall be final and binding on the contractor. Such costs, charges and expenses shall be deemed to be arrears of land revenue and in the event of the contractor failing or neglecting to pay the same on demand as aforesaid without prejudice to any other rights and remedies of the SEEPZ-SEZ Authority.

SEEPZ-SEZ Authority the same may be recovered from the contractor as arrears of land revenue. The SEEPZ-SEZ Authority shall also be entitled to deduct the same from any amount which may then be payable or which may

thereafter become payable by the SEEPZ-SEZ Authority to the contractor either in respect of the said work or any other work whatsoever or from the amount of security deposit retained by SEEPZ-SEZ Authority (of which the certificate of the Estate Manager shall be final) from any sums that may then be due or may thereafter become due to the contractor; or from his security deposit.

5. Contractor is liable for damages arising from non-provisions of lights, fencing etc.:

The contractor shall also supply without charge the requisite number of persons with the means and materials necessary for the purpose of setting out works, and counting, weighing and assisting the measurement or examination at any time and from time to time of the work or the materials. The contractor shall be bound to bear expenses of defense of every suit, action or other legal proceedings, that may be brought by any persons for injury sustained owing to neglect of the above precautions, and to pay any damages and costs which may be awarded in any such suit, action or proceedings to any such person, or which may with the consent of the contractor be paid for compromising any claim by any such person.

6. The contractor shall provide suitable scaffolds and working platforms, gangways and stair ways, and shall comply with the following regulations in connection therewith:

- (a) Suitable scaffolds shall be provided for workmen for all work that cannot be safely done from a ladder or by other means.
- (b) A scaffold shall not be constructed, taken down, or substantially altered, except:-
 - (i) Under the supervision of a competent and responsible person and;
 - (ii) As far as possible by competent workers possessing adequate experience in this kind of work.
- (c) All scaffolds and appliances connected therewith and all ladders shall:-
 - (i) Be of sound materials.
 - (ii) Be of adequate strength having regard to the loads and strains to which they will be subjected; and
 - (iii) Be maintained in proper condition.
- (d) Scaffold shall be so constructed that no part thereof can be displaced in consequence of normal use.
- (e) Scaffolds shall not be overloaded and so far as practicable the load shall be evenly distributed.
- (f) Before installing lifting gear on scaffolds special precautions shall be taken to ensure the strength and stability of the scaffolds.
- (g) Scaffolds shall be periodically inspected by a competent person.

- (h) Before allowing a scaffold to be used by his workmen the contractor shall, whether the scaffold has been erected by his workmen or not, take steps to ensure that it complies fully with the regulations herein specified;
- (i) Working platforms, gangways and stairways shall:-
 - (ii) Be so constructed that no part thereof can sag unduly or unequally
 - (iii) Be so constructed and maintained, having regard to the prevailing conditions as to reduce as far as practicable risks or persons tripping or slipping; &
 - (iv) Be kept free from any unnecessary obstructions.
- (i) In the case of working platforms, gangways, working places and stairways at a height exceeding eight feet:-
- (i) Every working platform and every gangway shall be closely boarded unless other adequate measures are taken to ensure safety.
 - (ii) Every working platform and gangway shall have adequate width; and
 - (iii) Every working platform, gangway, working place and stairway shall be suitably fenced.
- (j) Every opening in the floor of a building or in a working platform shall, except for the time and to the extent required to allow the access of persons or the transport of shifting of material, be provided with suitable means to prevent the fall of persons or material.
- (k) When persons are employed on a roof where there is a danger of falling from a height exceeding six feet suitable precautions shall be taken to prevent fall of persons or material.
- (l) Suitable precautions shall be taken to prevent persons being struck by articles which might fall from scaffolds or other working places.
- (m) Safe means of access shall be provided to all working platforms and other working places.

7. Measure for prevention of fire:

The contractor shall not set fire to any standing jungle, trees, brushwood or grass without written permission from the Estate Manager. When such permission is given, and also in all cases when destroying cut or dug up trees, brushwood, grass etc. by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property.

8. Liability of contractor for any damage done in or outside work area:

Compensation for all damage done intentionally or unintentionally by contractor's labour whether in or beyond the limits of SEEPZ-SEZ Authority property including any damage caused by the spreading of fire mentioned above shall be estimated by the Estate Manager or such other officer as he may appointed and the estimates of the Estate Manager subject to the decision of

the Chairperson on appeal shall be final and the contractor shall be bound to pay the amount of the assessed compensation on demand failing which the same will be recovered from the contractor as damages in the manner prescribed above or deducted by the Estate Manager from any sums that may be due or become due from SEEPZ-SEZ Authority to the contractor under this contract or otherwise. The contractor shall bear the expenses of defending any action or other legal proceedings that may be brought by any persons for injury sustained by him owing to neglect of precautions to prevent the spread of fire and he shall pay any damages and cost that may be awarded by the court in consequence.


9. Penalty:

SEEPZ-SEZ Authority shall reserve the right to impose penalty for short deployed the staff / in-punctuality or non-clarity in work on the housekeeping services agency. A penalty which may extend up to Rs. 5,000/- each event.

❖ PAYMENTS AND COMPENSIONS:

1. Extra charges for any item of work shall not be allowed unless the work to which it is related is clearly within the spirit and meaning of the specification or unless such works are ordered in writing by the Estate Manager. He shall pay directly to the concerned authorities all rates, taxes, royalties and other charges. He shall also comply with all requirements of health department of the concerned Municipality.
2. Receipt for payments made on account of any work, when executed by a firm, shall also be signed by all the partners except where the contractors are described in their tender as a firm, in which case the receipt shall be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.
3. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.

4. Compensation for delay:

 The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order commence work is given to the contractor.

5. In any case in which under any clause(s) of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of this security deposit (whether paid in one sum or deducted by installments) or in case of the abandonment of work owing to serious illness or death of the contractor or any other cause, the Estate Manager on behalf of SEEPZ-SEZ Authority shall have power to adopt any of courses, as he may think suited to the interest of SEEPZ-SEZ Authority.

6. Final Certificate:

On completion of the work, the contractor shall be furnished with the certificate by the Estate Manager of such completion, but no such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed from the premise on which the work shall have been executed all scaffolding, surplus materials and rubbish and shall have cleaned off the dirt from all woodwork, doors, windows, walls, floor or other parts of any buildings, in or upon which the work has been executed, or of which he may have had possession for the purpose of executing the work, nor until the works shall have been measured by the Estate Manager or where the measurements have been taken by his subordinates until they have received the approval of the Estate Manager, the said measurements being binding and conclusive against the contractor. If the contractor shall fail to comply with the requirements of this clause as to the removal of scaffolding, surplus materials and rubbish, and cleaning off dirt on / before the date fixed for the completion of the work, the Estate Manager may, at the expense of the contractor, remove such scaffolding, surplus materials and rubbish and dispose of the same as the thinks fit and clean off such dirt as aforesaid and the contractor shall forthwith pay the amount of all expense so incurred, but shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof.

7. Payments on intermediate certificates to be regarded as advances:

No payment shall be made for any work, estimated to cost less than Rs. 1000/- till after the whole of the work shall have been completed. But in the case of works estimated to cost more than Rs. 1000/-, the contractor shall on submitting a monthly bill therefore, be entitled to receive payment proportionate to the part of the work then approved and passed by the Estate Manager, whose certificate of such approval and passing of the sum so payable shall be final and conclusive against the contractor. All such intermediate payments shall be regarded as payments by way of advance against the final payments only and not as payments for work actually done and completed, and shall not preclude the Estate Manager from requiring any bad, unsound, imperfect or unskillful work to be removed or taken away and reconstructed or re-erected, nor shall any such payment be considered as an admission of the date performance of the contract or any part thereof in any respect or the accruing of any claim, nor shall it conclude, determine, or affect in any other way the powers of the Estate Manager as to the final settlement and adjustment of accounts or otherwise, or in any other way vary or affect the contract. The final bill shall be submitted by the contractor within one month of the date fixed for the completion of the work, otherwise, the Estate Manager's certificate of the measurements and of the total amount payable for the work shall be final and binding on all parties.

8. Payment at reduced rates on account of items of work not accepted as completed to be at the discretion of Estate Manager:

The rates for several items of works estimated to cost more than Rs. 1000/- agreed to within, shall be valid only when the item concerned is accepted as having been completed fully in accordance with the sanctioned specifications. In cases where the items of work are not accepted as so completed the Estate

Manager may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on account bills.

9. Successful bidder have to submit Performance Security/Bid Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from Commercial bank @ 5% of total contract value.

10. Bills to be submitted monthly:

A bill shall be submitted by the contractor each month on or before the date fixed by the Estate Manager for all work executed in the previous month, and the Estate Manager shall take or cause to be taken the requisite measurement for the purpose of having the same verified, and the claim, so far as it is admissible, shall be adjusted, if possible, within 10 days from the presentation of the bill.

Bills to be on printed forms:

The contractor shall submit all bills on the printed forms to be had on application at the office of the Estate Manager. The charges to be made in the bills shall always be entered at the rates specified in the tender or in the case of any extra work ordered in pursuance of these conditions, and not mentioned or provided for in the tender, at the rate hereinafter provided for such work.

11. **No claim to any payment or compensation for alteration in, or restriction of work:**

If at any time after execution of the contract documents the Estate Manager shall for any reason whatsoever (other than default on the part of the contractor for which SEEPZ-SEZ Authority is entitled to rescind the contract) desire that the whole or any part of the work specified in the tender should be suspended for any period or that the whole or part of the work should not be carried out at all he shall give to the contractor a notice in writing of such desire and upon the receipt of such notice the contractor shall forthwith be required after having the regard of the appropriate stage at which the work should be stopped or suspended so as not to cause any damage or injury to the work already done or endanger the safety thereon provided that the decision of the Estate Manager as to the stage at which the work or any part of it could be or could have been safely stopped or suspended shall be final and conclusive against the contractor. The contractor shall have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid on account of any suspension, stoppage or curtailment except to the extent specified hereinafter.

12. **Time limit for unforeseen claims:**

Under no circumstances whatever shall the contractor be entitled to any compensation from SEEPZ-SEZ Authority on any account unless the contractors shall have submitted a claim in writing to the Estate Manager within 01 month of the cause of such claim occurring.

13. Sum payable by way of compensation to be considered as reasonable compensation without reference to actual loss:

All sums payable by a contractor by way of compensation under any of these conditions shall be considered as a reasonable compensation to be applied to the use of SEEPZ-SEZ Authority without reference to the actual loss or damage sustained, and whether any damage has or has not been sustained.

14. Payment of quarry fees and royalties:

All quarry fees, royalties, GST dues and ground rent for stacking materials, if any, should be paid by the contractor.

15. Claim for compensation for delay in starting the work:

No compensation shall be allowed for any delay caused in the starting of the work, in the case of clearance works, on account of any delay in according sanction to estimates.

16. Claim for compensation for delay in the execution of work:

No compensation shall be allowed for any delay in the execution of the work on account of water standing in borrows pits or compartments.

17. Entering upon or commencing any portion or work:

The contractor shall not enter upon or commence any portion of work except with the written instructions of the Estate Manager of the work. Failing such authority the contractor shall have no claim to ask for measurements of or payment for work.

18. Method of payment:

Payment to contractors shall be made by cheques drawn on any Nationalized Bank.

19. The rates to be quoted by the contractor must be inclusive of GST. No extra payment on this account will be made to the contractor.

20. Payment will be released on monthly basis after receipt of bill and if the services provided during the month are satisfactory. There will be separate bill raised by the successful bidder for mechanized / manual cleaning work and housekeeping services.

❖ **MANPOWER UTILIZATION ON THE SITE:**

1. The contractor must pay minimum wages as prescribed under the law. The labourer's contribution to be deposited to PF / ESI with employee's contribution.
2. No work shall be done on Sunday without the sanction in writing of the Estate Manager.

3. Compensation under the Workmen's Compensation Act:

The contractor shall be responsible for and shall pay any compensation to his workmen payable under the Workmen's Compensation Act, 1923 (VIII of 1923), hereinafter called the said Act for injuries caused to the workmen. If such compensation is paid by SEEPZ-SEZ Authority as principal under Sub-Section (1) of Section 12 of the said Act on behalf of the contractor, it shall be recoverable by SEEPZ-SEZ Authority from the contractor under Sub-Section (2) of the said section. Such compensation shall be recovered in the manner laid down above. The contractor shall be responsible for and shall pay the expenses of providing medical aid to any workman who may suffer a bodily injury as a result of an accident.

4. The contractor shall provide all necessary personal safety equipment like gloves, masks and safety gears. First Aid apparatus available for the use of the persons employed on the site, shall maintain the same conditions suitable for immediate use at any time and shall comply with the following regulations in connection herewith:-

- i. The workers shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.
- ii. When work is carried on in proximity to any place where there is a risk of drowning all necessary equipment shall be provided and kept ready for use and all necessary steps shall be taken for the prompt rescue of any person in danger.
- iii. Adequate provision shall be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.

5. Minimum age of person employed and involvement of any animals and the payment of fair wages:

- i. No contractor shall employ any person who is under the age of 18 years.
- ii. The Estate Manager is authorized to remove from the work any person / animal found working which does not satisfy these conditions and no responsibility shall be accepted by the SEEPZ-SEZ Authority for any delay caused in the completion of work by such removal.
- iii. The contractor shall pay fair and reasonable wages to the workmen employed by him in the contract undertaken by him. In the event of any dispute arising between the contractor and his workmen on the grounds that the wages paid are not fair and reasonable the dispute shall be conclusive and binding on the contractor but such decision shall not in any way affect the conditions in the contract regarding the payment to be made by SEEPZ-SEZ Authority at the sanctioned tender rates.
- iv. The contractor shall at his own expenses make all necessary provision for water supply and sanitary arrangements for the employees. Similar amenities shall be provided to the workers engaged on large work in urban area.

6. Employment of Scarcity Labour:

If Government declares a state of scarcity or famine to exist in any village situated within 10 miles of work, the contractor shall employ upon such parts of

the work, as are suitable for unskilled labour, any person certified to him by the Estate Manager or be any person to whom the Estate Manager may have delegated this duty in writing to be in need of relief and shall be bound to pay to such persons wages not below the minimum which the Government may have fixed in this behalf. Any dispute which may arise in connection with the implementation of this clause shall be decided by the Estate Manager whose decision shall be final and binding on the contractor.

7. The contractor should as far as possible obtain his requirement of labour, skilled and unskilled from the nearest Employment Exchange.
8. The provision regarding contractor's labours provisioning the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Contract Labour (Regulation & Abolition) Rule, 1971 shall be binding on the contractors. If the provision in the said Act contradicts with any of the provisions regarding Contractor's Labours in any of the clauses in this tender, the provisions in the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Labour (Regulation & Abolition) Rules, 1971 shall prevail.
9. Regular attendance of all workers should be maintained and would be checked twice in the course of the day.

❖ **CANCELLATION / REJECTION / TERMINATION / EXTENSION OF CONTRACT:**

1. The officer competent to dispose of the tenders shall have the right of rejecting all or any of the tenders.
2. To rescind the contract (of which rescission notice in writing to the contractor under the hand of the Estate Manager shall be conclusive evidence) and in that case of the Security Deposit of the contractor shall stand forfeited and be absolutely at the disposal of SEEPZ-SEZ Authority.
3. To carry out the work or any part of the work departmentally debiting the contractor with the cost of the work. The certificate of Estate Manager as to the cost and other allied expenses so incurred and as to the value of the work so done departmentally shall be final and conclusive against the contractor.
4. To order that the work of the contractor be measure dup and to take such part thereof as shall be unexecuted out of his hands and to give it to another contractor to complete in which case all expenses incurred on advertisement for fixing a new contracting agency additional supervisory staff including the cost of work charged establishment and cost of the work executed by the new contract agency will be debited to the contractor and the value of the work done or executed through the new contractor shall be credited to the contractor in all respects and in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract. The certificate of the Estate Manager as to all the cost of the work and other expenses incurred as aforesaid for or in getting the unexecuted work done by the new contract and as to the value of work so done shall be final and conclusive against the contractor.
5. In case the contractor shall be rescinded under clause (2) above, the contractor shall not be entitled to recover or be paid any sum for work therefore, actually performed by him under this contract unless and until the Estate Manager shall

have certified in writing the performance of such work and the amount payable to him in respect thereof, and he shall only be entitled to be paid the amount so certified. In the event of either of the courses referred to in clauses (3) & (4) being adopted and the cost of the work executed departmentally or through a new contractor and other allied expenses exceeding the value of such work credited to the contractor, the amount of excess shall be deducted from any money due to the contractor by SEEPZ-SEZ Authority under the contract or otherwise howsoever or from his security deposit or the sale proceed thereof provided. If, however, the contractor shall have no claim against SEEPZ-SEZ Authority even if certified value of the work done departmentally or through a new contractor, exceeds the certified cost of such work and allied expenses, provided always that whichever of the three courses mentioned in clause (2), (3) & (4) is adopted by the Estate Manager, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements or made any advances on account of or with a view to the execution of the work or the performance of the contract.

6. The contract shall not be assigned / sublet without the written approval of the Estate Manager and if the contractor shall assign or sublet his contract, or attempt so to do or become insolvent or commence any proceeding to get himself adjudicated an insolvent or make any composition with his creditors or attempt so to do or if any bribe, gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given, promised or offered by the contractor, or any of his servants or agents to any public officer or person in the employ of SEEPZ-SEZ Authority in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Estate Manager may thereupon by notice in writing rescind the contract and the absolutely at the disposal of SEEPZ-SEZ Authority and the same consequences shall ensue as if the contract had been rescinded hereof and in addition the contractor shall not be entitled to recover or be paid for an work therefore actually performed under the contract.
7. The contractor shall comply with the provisions of the Apprentices Act, 1961 and the rules and the orders issued under these from time to time. If he / they fails to do so, the failure will be a breach of the contract and the Estate Manager, may in his discretion, cancel the contract. The contractor shall be liable to him / them of the provisions of the Act.
8. If the contractor shall desire an extension of the time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Estate Manager before the expiration of the period stipulated in the tender or before the expiration of 30 days from the date on which he was hindered as aforesaid or on which the case for asking for extension occurred, which is earlier ever and the Estate Manager may, if , in his opinion, there are reasonable grounds for granting an extension, grant such extension as he thinks necessary or proper. The decision of the Estate Manager in this matter shall be final. Also if the zone Administration wishes to extend the mechanized / manual cleaning work and housekeeping services contract, the same will be done at the same rate as approved under the tender clause.

9. The time limit for the completion of the work shall be extended in the proportions that the increase in its cost occasioned by alterations / additions bears to the cost of the original contract work and the certificate of the Estate Manager as to such proportions shall be conclusive.
10. Successful bidder shall give acceptance within 3 days from the date of receipt of work order failing which the work order issued will be treated as cancelled.
11. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement.
12. If the services of the successful bidder are not found to be satisfactory, the Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons.
13. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.

❖ **SPECIFICATION PRESCRIBED AND CODE OF CONDUCT:**

1. The successful bidder must have necessary permissions, whenever required from Municipal Corporation and should be registered under Shop and Establishment Act and also registered by BMC.
2. Orders issued by SEEPZ-SEZ Authority from time to time regarding conduct of the work shall be binding on the contractor.
3. It will be the contractor's responsibility to inspect and investigate the work site thoroughly so as to arrive at the rates quoted in the tender.
4. The contractor shall execute the whole and every part of the work in most substantial and workman like manner, both as regards materials and in every other respect in strict accordance with specifications. The contractor shall also conform exactly, fully and faithfully to the instructions in writing relating to the work assigned by the Estate Manager-In-Charge and lodged in the office to which the contractor shall be entitled to have access for the purpose of inspection at such office, or on the site of work during the office hours.
5. The Estate Manager shall have power to make any alterations in, or addition to the original specifications and instructions that may appear him to be necessary or advisable during the progress of work and the contractor shall be bound to carry out the work in accordance with any instructions in this connection which may be given to him in writing signed by the Estate Manager and such alteration shall not invalidate the contract; and any additional work which the contractor may be directed to do in the manner above specified as part of the work shall be carried out by the contractor on the same conditions in all respects and which he agreed to do the main work and at the same rates as are specified in the tender for the main work.
6. All works under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Estate

Manager and his subordinates and the contractor shall at all times during the usual working hours and at all other times at which reasonable notice of the intention of the Estate Manager or his subordinate to visit the work shall have been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's duly authorized agent shall be considered to have the same force and effect as if they had been given to the contractor himself.

7. In case of tender by partners, any change in the constitution of a firm shall be forthwith notified by the contractor to the Estate Manager for his information.
8. Except where otherwise specified in the contract and subject to the powers delegated to him by SEEPZ-SEZ Authority under the rules then in force, the decision of the Estate Manager for the time being shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to other question, claim, right matter or thing whatsoever, if any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise, concerning the works or the execution, or failure to execute the same, whether arising during the progress of work or after the completion or abandonment thereof.
9. 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. If any of such matter noticed, the contract will be terminated without any further reference.
10. Cleaning work shall be done on daily basis from Monday to Saturday or as and when required by Officer-In-Charge. Cleaning activity shall start in the morning at 06:00 a.m. so as to complete all the cleaning work before 10:00 a.m.
11. In the event of any dispute arises, the decision of the Authority shall be final and binding.

❖ **OTHER CONDITIONS:**

1. Contractor has to clear road land width / pilot which include cutting trees less than 30 cm. In girth, cleaning brush wood, loose stones, vegetation, bushes, stumps and mole hills without any extra cost.
2. Every contractor shall, unless exempted in writing by the Estate manager concerned, produce along with his tender a solvency certificate from the Collector of the District within which he resides or a banker's certificate of his financial stability. If he fails to produce such a certificate his tender will not be considered.
3. If the additional and altered work includes any class of work for which no rate is specified in this contract; then such class of work shall be carried out at the rates mutually agreed upon between the Estate Manager and the contractor. If the additional or altered work, is ordered to be carried out before the rates are

agreed upon them, the contractor shall within seven days of the date of receipt by him of the order to carry out the work, inform the Estate Manager of the rate which he intends to charge for such class of work and if the Estate Manager does not agree to this rate, he shall be notice in writing be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider necessary provided always that if the contractor shall commence work or incur any expenditure in regard thereto before the rates shall have been determined as lastly hereinbefore mentioned, then in such case he shall only be entitled to be paid in respect of the work carried out or expenditure incurred by him prior to the date of the determination of the rate as aforesaid according to such rate(s) as shall be fixed by the Estate Manager. In the event of the dispute, the decision of the Chairperson of the Authority will be final. Where, however, the work is to be executed according to the specifications recommended by the contractor and accepted by the Competent Authority the alternations above referred to shall be within the scope of such specifications appended to the tender.

4. Any contractor who does not accept these conditions shall not be allowed to tender for works.
5. Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated place under the permission / supervision of the Estate Manager. Also the cleaning contractor should have the BMC permission so that, if needed, the day to day dry waste viz. trees, branches etc. may be dumped in the BMC authorized dumping ground.
6. Also cleaning of high footfall areas i.e. Gate, SDF lobbies frontage, roads, CWC warehouse etc. will be in the scope of work.

CLEANING CONTRACT PART 'A'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
SEEPZ SERVICE CENTRE				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Doors	Cleaning	Daily	Dry Vacuum Cleaner
		Stain removing	Weekly	Manually
3	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain removing	Monthly	Manually
4	Doors, windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
5	Staircases / common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
		Washing	Monthly	Pressure Water Jet
6	Wall hanging	Dusting	Daily	Manually
		Cleaning	Weekly	Manually
7	Floor	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of Floors	Weekly	Scrubber
8	Carpet	Sweeping	Daily	Manually
		Vacuum Cleaning	Weekly	Dry Vacuum Cleaner
		Spot Cleaning	As when required	Spot cleaning kit
		Shampoo Cleaning	Quarterly	
9	Toilets	Wet & Dry cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall cleaning	Daily	Manually
		Cleaning wash basin	Daily	Manually
		Cleaning urinal	Daily	Manually
		Cleaning mirror	Daily	Manually
		Cleaning other fitting and fixtures	Daily	Manually
10	Switch buttons	Cleaning	Weekly	Manually
11	Furniture items	Dusting	Daily	Manually
		Stain removing	Daily	Manually
12	Door Mats	Dusting & Cleaning	Daily	Manually
13	Ducts	Cleaning and Washing	Monthly	Manually
14	Wall hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry dusting	Daily	Manually
15	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights and fittings	Quarterly	Dry Vacuum Cleaner
BFC BUILDING				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Toilets	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer

		Scrubbing the floor	Daily	Scrubber
		Wall Cleaning	Daily	Manually
		Cleaning Wash Basin	Daily	Manually
		Cleaning Urinal	Daily	Manually
		Cleaning Mirror	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
4	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
5	Door, Windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
6	Staircases / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure Water Jet
7	Door Mats	Dusting & Cleaning	Daily	Manually
8	Ducts	Cleaning & Washing	Monthly	Manually
9	Floor	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of floors	Fortnightly	Scrubber
10	Ceiling	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner

GATE 1, 2 & 3

1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Toilets	Wet & Dry cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall cleaning	Daily	Manually
		Cleaning wash basin	Daily	Manually
		Cleaning urinal	Daily	Manually
		Cleaning mirror	Daily	Manually
		Cleaning other fitting and fixtures	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
4	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
5	Door, Windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
6	Staircases / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the Floor	Weekly	Manually
		Washing	Weekly	Pressure Water Jet
7	Wall Hanging	Dusting	Daily	Manually
		Cleaning	Fortnightly	Manually
8	Switch buttons	Cleaning	Weekly	Manually
9	Furniture Items	Dusting	Daily	Manually
		Stain Removing	Daily	Manually
10	Door Mats	Dusting & Cleaning	Daily	Manually
11	Ducts	Cleaning & Washing	Monthly	Manually

12	Floor	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of Floors	Weekly	Scrubber
13	Wall Hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry Dusting	Daily	Manually
14	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
SDF I TO VI				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase passages / Common	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
3	Floor	Washing	Monthly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum dryer
4	Ceilings	Scrubbing of floors	Weekly	Scrubber
		Cleaning	Quarterly	Dry Vacuum Cleaner
4	Ceilings	Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
G&J I to III				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase passages / Common	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
3	Floor	Washing	Weekly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum dryer
4	Ceilings	Scrubbing of floors	Fortnightly	Scrubber
		Cleaning	Quarterly	Dry Vacuum Cleaner
4	Ceilings	Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
SEEPZ RESIDENTIAL COMPLEX (Govt. Quarters)				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase passages / Common	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
3	Garbage Collection	Washing	Weekly	Pressure Water Jet
			Daily	Manually
4	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
5	Ceilings	Cleaning	Weekly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Weekly	Dry Vacuum Cleaner

CLEANING CONTRACT PART 'A-1'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
SEEPZ				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Lifts	Cleaning	Daily	Mechanized & Manually
4	Dust Bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
5	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
BFC BUILDING				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust Bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water tank	Cleaning	Half Yearly	Mechanized & Manually
GATE 1, 2 & 3				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
SDF I TO VI				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency Staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
G&J I to III				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually

3	Emergency Staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
SEEPZ RESIDENTIAL COMPLEX (Govt. Quarters)				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Lifts	Cleaning	Daily	Mechanized & Manually
4	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
5	Water Tank	Cleaning	Half Yearly	Mechanized & Manually

CLEANING CONTRACT PART 'B'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
ALL SEEPZ-SEZ AREA & Govt. QUARTERS				
1	All main roads & service roads	Cleaning	Daily	Mechanized & Manually
2	Pavement / footpath and other internal paths	Cleaning	Daily	Mechanized & Manually
3	Potted plants on divider & divider	Cleaning	Daily	Mechanized & Manually
4	Boundary walls	Cleaning	Fortnightly	Mechanized & Manually
5	Outside Road	Cleaning	Daily	Mechanized & Manually
6	Parking Area	Sweeping	Daily	Mechanized & Manually
		Washing	Weekly	Mechanized & Manually

CLEANING CONTRACT PART 'C'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
ALL SEEPZ-SEZ AREA & Govt. QUARTERS				
1	Dry leaves, twigs & branches	Cleaning, collecting & transportation along with permission from BMC	Daily	Mechanized & Manually
2	Painting divider / blocks of footpath		Half Yearly	Manually
