



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3493946  
Dated/दिनांक : 26-05-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	16-06-2023 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	16-06-2023 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department Of Commerce
Organisation Name/संगठन का नाम	Special Economic Zones
Office Name/कार्यालय का नाम	Santacruz Electronics Export Processing Zone
Item Category/मद केटेगरी	Facility Management Services - Lump Sum Based - Industrial; Horticulture Services; Cost of consumable to be reimbursed to service provider on actual
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	80 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	160000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Payable at Mumbai

Santacruz Electronics Export Processing Zone, Department of Commerce, Special Economic Zones, Ministry of Commerce and Industry  
(Seepz Sez Authority Fund)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

BoQ for the Horticulture Services - [1685088494.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Geographic Presence in states:**Mumbai Metropolitan Region

**Details of the premise:**[1685088560.pdf](#)

**Scope of work:**[1685088686.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
02-06-2023 12:00:00	All the Interested bidders are requested to send their contacts and queries to the below mentioned email IDs for joining the pre-bid meeting on the above date.  Email IDs: dcseepz-mah@nic.in, jdcseepz-mah@nic.in, haresh.d@gov.in, r.nair@nic.in, d.ramkul@gov.in, raman.ghosh@gov.in.

**Facility Management Services - Lump Sum Based - Industrial; Horticulture Services; Cost Of Consumable To Be Reimbursed To Service Provider On Actual ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premises	Industrial
Type of services required	Horticulture Services
Cost for Consumables/ Materials	Cost of consumable to be reimbursed to service provider on actual
Service component	Gardening , Landscape , Painting , Water Supply , Tree Pruning and Soil conservation and organic waste composting Services
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Ravindra Kumar	400096,DC office, Ministry of Commerce and Industry, SEEPZ, Gate Number 1, Andheri East	1	N/A

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

##### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

##### 4. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

**5. Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

Account No.

39508915764

IFSC Code

SBIN0011690

Bank Name

STATE BANK OF INDIA

Branch address

SEEPZ

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

**6. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

Account No.

39508915764

IFSC Code

SBIN0011690

Bank Name

STATE BANK OF INDIA

Branch address

SEEPZ

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

**7. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

**ELIGIBILITY CRITERIA:**

1.1 The bidders meeting the following criteria are eligible to submit their bids along with supporting documents. If the bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Entities	Eligibility Criteria	Documents Supporting The Minimum Eligibility Criteria
---------	----------	----------------------	---

1	Legal Valid Entity	Bidder shall be a valid legal entity registered with appropriate government authority in the form of a firm / company / LLP / Joint Venture. Bidders shall submit Registration / Incorporation certificate along with details of ownership, address, contact details including e-mail and telephone numbers.	a) Attested copy of Certificates of Incorporation issued by the respective registrar of firms/ companies of firms/companies.
2	Registration	The Bidder should be registered with the Income Tax, GST and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation. Copies of tax returns and any document issued by concerned Government authority indicating EPFO & ESIC registration shall be admissible.	Attested copies of PAN Registration, GST Registration, Labour Registration, ITR acknowledgement, EPFO Registration, ESIC Registrations shall be acceptable.
3	Experience	The Bidder should have experience in the similar field of providing tree pruning and cutting and gardening work including horticultural/ Soil conservation/organic waste composting Services in the Government Departments / Public Sector (Central or State)/Private Sector for the last five consecutive years. The bidder has to submit the relevant work experience certificates to the tune of <ul style="list-style-type: none"> <li>a. 3 works; each of value at least Rs. 25 Lakh; OR</li> <li>b. 2 Works each of value at least Rs. 32 Lakh; OR</li> <li>c. 1 Work of value at least Rs. 50 Lakh</li> </ul>	Attested copy of experience certificates for completed work / ongoing work issued by the Government Departments / PSUs / Private Sector shall be acceptable.  Attested copy of manpower wages roll and EPFO/ESIC Challan in support of available manpower (duly submitted to EPFO/ESIC) in respect of the previous four quarters shall be acceptable.
4	Turnover	Minimum average annual turnover of the bidder during last three financial years shall be at least Rs. 80 Lakh.	Attested copy of the audited balance sheets along with audit report for the completed three financial years i.e. for 2020-21, 2021-22 and 2022-23. (However, in support of 2022-23, an attested and signed copy of provisional balance sheet shall be acceptable).

5	Resources	<ol style="list-style-type: none"> <li>1. <b>Supervisor</b> - Minimum qualification should be graduate in science</li> <li>2. <b>Botanist</b> - Minimum qualification should be graduate in Botany</li> <li>3. <b>Driver</b>- Minimum qualification should be 12th pass with valid HMV &amp; LMV Licence</li> <li>4. <b>Tree Cutting/Pruning/gardening Labour</b> - Minimum qualification should be 10<sup>th</sup> (SSC) with relevant experience</li> </ol>	CVs for Supervisor, Botanist and copy of valid driving license for the driver to be submitted along with the company HR-head declaration certificate.
6	Machines & Equipment	<ol style="list-style-type: none"> <li>1. <b>Chainsaw Battery operated/Electrical/Diesel</b>- 2Nos.</li> <li>2. <b>Tree Pole Pruner</b>-2Nos.</li> <li>3. <b>Tree Loppers</b>-2Nos.</li> <li>4. <b>Lawn Mower</b>-2Nos.</li> <li>5. <b>Safety Harness kit for tree cutting and pruning</b>-4Nos.</li> <li>6. <b>HMV type vehicle (with fuel) with Water tank mounted with hose pipe attached</b>-1No.</li> <li>7. <b>Spray Pump (20 ltrs. Capacity)</b>-1No.</li> </ol>	Actual photographic proof, invoices describing the age of machines, and company letter head declaration for the deployed machines

### 1.2 Technical Evaluation Criteria

Copies of the Documentary evidences must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

### 1.3 Financial Evaluation Criteria

a. The evaluation committee shall identify the L1 proposal after assessing the financial proposals for their completeness, conformity to the bidding terms and correction of arithmetic errors, if any.

b. The Consultant offering least priced proposals shall be recommended for award of contract subject to its fulfillment of the qualification criteria and other terms specified in the instructions to bidders.

## PENALTIES AND FINE

To ensure compliance with the standards of services agreed upon in this agreement, the buyer may impose penalties and terminate the contract in case of non-compliance. Any failure to meet the requisite performance standards as defined in this agreement shall be considered a breach of the SLA. The following conditions shall be considered a breach of the contract, and the buyer shall have the right to terminate the contract immediately.

1. Cumulative penalties reach 10% of the contract value.
2. Repeated breach of SLAs beyond 3 instances in the entire contract period.
3. Subcontracting or outsourcing of the contract, in part or whole.

Sr. No.	Description	Penalty for Breach		
		1st Instance	2nd Instance	3rd Instance
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	As per actual deployment of manpower + Warning letter for not fulfilling the requirement of manpower deployment.	As per actual deployment of manpower + Warning letter for not fulfilling the requirement of manpower deployment and Rs 5000 as penalty for 2 <sup>nd</sup> instance	As per actual deployment of manpower + Warning letter for not fulfilling the requirement of manpower deployment and Rs 10000 as penalty for 3 <sup>rd</sup> instance
2	Damage to Buyer's assets or equipment, caused by the Service Provider's staff.	Immediate payment in actuals, equivalent to the value of the article theft/ lost/ damaged.	Immediate payment in actuals, equivalent to the value of the article theft/ lost/ damaged. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value
3	Indiscipline/Breach of Code of Conduct i.e. quarreling, abusing, etc. between the Service Provider's staff, causing disturbance in the premises, use of intoxicants (alcohol, drugs smoking or eating tobacco in the premises during working hours etc.)	Warning/ counseling of employee as decided by the Buyer depending on the gravity of the act & 500 Rs. Penalty/Person.	Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act & 2000 Rs. Penalty.	Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act.
4	Absence/ non functionality of any required equipment.	Rs. 150/- per day Warning issued by Buyer.	Rs. 300/- per day.	Rs. 500/- per day.



5	In case of subcontracting or outsourcing of the contract, in part or whole.	Immediate replacement within 2 days / cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the contract value.	Cancellation of the contract with cancellation charges @ 10% of the contract value.
6	Non-compliance with shift schedule by Service Provider's manpower	Rs. 150/- Warning/ counseling of staff as decided by the Buyer	Rs. 300/- Warning/ counseling of staff as decided by the Buyer	Rs. 500/- Warning/ counseling of staff as decided by the Buyer
7	Filling up of dug up ground after removal of dead/fallen trees.	1000 Rs.	10000 Rs.	2% of contract value
8	Removal & Disposal of Tree branches after cutting or trimming.	500 Rs. Per tree	5000 Rs. Per tree	2% of contract value
9	Timely and uniform trimming of trees as directed by utility staff, caretakers, and administration.	500 Rs. Per day	5000 Rs. Per day	2% of contract value

#### 8. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.

6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**