



SEEPZ SEZ AUTHORITY

OPEN COMPETITIVE BIDDING

(Rebidding using E- Procurement mode on Central Public Procurement Portal)

Bidding Documents
for

**Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters,
Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ
premises & Residential Staff Quarters.**

Tender File No.: [E-OPT-11/63/2023-EQ](#)

(Date of Issue): 19/05/2023

ISSUING AUTHORITY:

Assistant Development Commissioner & Estate Manager, SEEPZ- SEZ, Mumbai

Postal Address: SEEPZ SEZ, MIDC Central Road,
Andheri East, Mumbai 400096.

E-Mail: dcseepz-mah@nic.in

Helpline No.: 022-28290856

Landline: 022-28294728/29

(From 9:30 A.M. to 6:00 P.M.)

Key information at a glance

SN	Item	Description
1	Tender File No.	E-OPT-11/63/2023-EQ
2	Tender Title	Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters.
3	Cost of Bidding Documents	Bidding documents can be downloaded free of cost from the following websites: https://eprocure.gov.in/epublish/appTenders(seezp.gov.in)
4	Date of Tender Publishing	19 th May 2023;
5	Date and time till which physical visits prospective bidders to SEEPZ SEZ premises are permissible	26 th May 2023 till 1700 Hrs
6	Date and time of Prebid Meeting	29 th May 2023; 1130 Hrs
7	Tentative date for publishing Responses to Pre-bid Queries and Corrigendum, if any	31 st May 2023; 1700 Hrs
8	Last date and time for Submission of Bids (Technical + Financial Bids)	23 rd June 2023; 1500 Hrs
9	Date and time of opening of Technical Bids	26 th June 2023; 1030 Hrs
10	Tentative date for publication of technical evaluation results	28 th June 2023; 1700 Hrs
11	Tentative date for opening of financial bids	29 th June 2023; 1700 Hrs
12	Expected date of Award of Contract	04 th July 2023
13	Tender Contact / Helpline Details	<p><u>PRIMARY TENDER CUSTODIAN (PTC):</u> SHRI PRANAV KUMAR, JR. EXECUTIVE, SEEPZ-SEZ CONTACT: 8409050783, PRANAV.KUMAR96@GOV.IN</p> <p><u>ROLES OF PTC:</u></p> <ol style="list-style-type: none"> 1. ALL PRELIMINARY QUERIES/ TELEPHONE QUERIES CAN BE ADDRESSED TO PTC. 2. PTC MAINTAINS A DEDICATED CALL LOG / E-MAIL RECEIVED CHRONOLOGICALLY FOR THE SPECIFIC TENDER. 3. PROVIDES RESPONSE ON EMAIL AFTER DUE INTERNAL APPROVAL BY COMPETENT AUTHORITY. 4. INTIMATES / RESPONDS ALL PROSPECTIVE BIDDERS OF TIMELINES INCLUDING PRE-BID, CORRIGENDUM ETC.

		<p>5. ORGANIZE / SUPPORT AND FACILITATE ALL FIELD / SITE VISITS.</p> <p>6. RESPONDS TO QUERIES AND CLARIFICATIONS SOUGHT AFTER DUE APPROVAL OF THE REPLY BEING FURNISHED BY COMPETENT AUTHORITY.</p> <p><u>SECONDARY TENDER CUSTODIAN (SDTC):</u> SHRI MAYUR GADAGE, IT EXECUTIVE, SEEPZ-SEZ CONTACT: 9819390963, MAYUR.GADAGE@GOV.IN</p> <p><u>ROLES OF SDTC:</u></p> <p>1. SDTC SHALL BE CONTACTED ONLY IN CASE THERE IS NO RESPONSE FROM THE PTC.</p> <p>2. THE SDTC SHALL IMMEDIATELY UPDATE AND INFORM THE PTC IN CASE OF ANY INPUTS FROM PROSPECTIVE BIDDERS.</p> <p><u>SUPERVISORY TENDER CUSTODIAN (SVTC):</u> SMT REKHA NAIR, ASSISTANT, SEEPZ-SEZ. CONTACT: R.NAIR@NIC.IN</p> <p><u>ROLES OF SVTC:</u></p> <p>1. SUPERVISING THE WORK AND TIMELY RESPONSE BY PTC.</p> <p>2. SUPERVISES PRE-BID MEETING ARRANGEMENTS AND ISSUE OF CORRIGENDUM'S / CLARIFICATIONS.</p> <p><u>SUPRA SUPERVISORY TENDER CUSTODIAN (SSTC):</u> SHRI. HARESH K DAHILKAR, ADC/ ESTATE MANAGER, SEEPZ-SEZ CONTACT: HARESH.D@GOV.IN</p> <p><u>ROLES OF SSTC:</u> OVERALL SUPERVISION OF ALL ASPECTS RELATED TO THE TENDER PROCESS.</p>
14	Link for accessing training schedule regarding use of e-procurement portal by bidders may be found at:	https://eprocure.gov.in/cppp/trainingdisp
15	Authority to be contacted in case of any clarification / request for entry permission for physical visit	<p>Name: - Shri. Pranav Kumar Designation:- Jr. Executive, Estate Division</p> <p>Email:- pranav.kumar96@gov.in</p> <p>Contact:- 8409050783</p>

16	Help Desk No. (For E -Procurement)	eProcurement Helpdesk no's (New Delhi) 0120-4200462, 0120-4001002, 0120-4001005
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Section 1 – Notice Inviting Bids (NIB)

Bid Reference No.: Tender File No.: E-OPT-11/63/2023-EO

Date: 18/05/2023

Tender Title: 'Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters'.

1. The SEEPZ- SEZ authority invites online bids from eligible bidders for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters.
2. Details pertaining to the scope of work, timeline and procedure to be followed may be seen under the Activity Schedule (Section V).
3. The process of Open Competitive Bidding shall be followed for the selection of suitable contractor. The bidding process shall be conducted in an online mode on the Central Public Procurement Portal (CPPP) which is publicly accessible using the following web address: <https://eprocure.gov.in/epublish/app>. Bidders can download the bidding documents free of cost from this portal.
4. Interested bidders must register on the e-procurement portal and upload their technical and financial bids separately within the stipulated time and date i.e. 1500 Hours on 23rd June 2023. All Bids must be accompanied by a valid Bid Security Declaration as per the format given under Annexure I.
5. Detailed instructions regarding online submission of bids may be seen under Annexure II. In case of any issues or queries related to the e-procurement portal, kindly send an email request to dcseepz-mah@nic.in or contact on 022-28294790 / 8409050783 (Shri. Pranav Kumar). Bidders are requested to check the system requirements for using the e-procurement portal and uploading bids adequately in advance to avoid issues from cropping up at the last minute.
6. The bidder is solely responsible for timely uploading of bids on the e-procurement portal. SEEPZ SEZ Authority shall not be liable for resolving any queries/issues raised on the day of bid submission.
7. Technical bids shall be opened online at 1530 hours on 26th June 2023. Bidders can see the tender opening status by logging on to the e-procurement portal using their registered IDs.
8. Financial bids of only technically qualified bidders shall be opened at a date which shall be pre-disclosed on the e-procurement portal.
9. SEEPZ SEZ Authority reserves the right to accept or reject any or all of the bids at any time during the bidding process.


Zonal Development Commissioner
SEEPZ SEZ Authority

Section 2 – Instructions to Bidders (ITB)

A. General

1. Introduction

- a) This Section provides the relevant information as well as instructions to assist prospective Bidders in preparation and submission of bids. It also includes the mode and procedure to be adopted by the Procuring Entity, being SEEPZ, SEZ Authority for receipt and opening as well as scrutiny and evaluation of bids and subsequent placement of award of contract.
- b) Before preparing the bid and submitting the same to the Procuring Entity, being SEEPZ-SEZ Authority, the Bidder should read and examine all the terms & conditions, instructions etc. contained in the Bidding Documents. Failure to provide required information/documents or to comply with the instructions incorporated in this Bidding Documents shall result in rejection of bids submitted by Bidders.
- c) The successful Bidder will be expected to complete the performance of Services on regular basis in compliance with the schedule of activities attached to the services contract.

2. Language of Bids

Bid submitted by the Bidder and all subsequent correspondences and documents relating to the bid exchanged between the Bidder and the Procuring Entity, shall be written in English language. However, the language of any printed literature furnished by the Bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.

3. Code of Integrity

- a) The Procuring Entity and all officers or employees of the Procuring Entity being SEEPZ-SEZ Authority, whether involved in the procurement process or otherwise, or Bidders and their representatives or Consultants or Service Providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity in accordance with the code of integrity prescribed under GFR 175.
- b) In case of breach of the code of integrity by a Bidder or a prospective Bidder, the SEEPZ Authority, after giving a reasonable opportunity of being heard, may take appropriate measures including –
 - i. exclusion of the Bidder from the procurement process;
 - ii. calling off of pre-contract negotiations and forfeiture or encashment of bid security;
 - iii. forfeiture or encashment of any other security or bond relating to procurement;
 - iv. recovery of payments made by the Procuring Entity along with interest thereon at bank rate;

- v. cancellation of the relevant contract and recovery of compensation for loss incurred by the Procuring Entity;
- vi. debarment of the Bidder from participation in any future procurements of any Procuring Entity for a period of up to three years.

4. Eligibility

- a) This invitation to tender is open to all bidders eligible as described in the instructions to bidders. SEEPZ employees, Committee members, Board members and their relatives (Spouse or Children) are not eligible to participate in the tender. Bidders involved in corrupt and fraudulent practices or debarred from participating in Public Procurement by any state government or any procuring entity of the central government shall not be eligible.
- b) The specific eligibility conditions shall be as prescribed under the Bid Data Sheet.
- c) Bidders shall submit a declaration regarding its eligibility vis-à-vis all the criteria mentioned under the instructions to bidders and the bid data sheet.

5. Qualifications

Bidders should substantially meet the qualification criteria as stipulated in the 'Section 4 - Evaluation and Qualification Criteria'. Bidders should fill and submit the Forms provided in 'Section 6 - Bidding Forms' to provide relevant information and documents in support of fulfillment of Bidder's qualification as part of its technical bid.

6. E-Tendering Online Bid Submission Process

The e-tender is available on CPPP portal, <https://eprocure.gov.in/epublish/app>, as mentioned in the tender. The tenders duly filled in should be uploaded and submitted online on or before the end date of submission. More details regarding the online bid submission process may be found under Annexure-II attached to this bidding document.

B. Bidding Documents

7. Contents of Bidding Documents

- a) The Bidding Documents include the following Sections, which should be read in conjunction with any amendment issued in accordance with ITB.
 - Section 1 Notice Inviting Bids (NIB)
 - Section 2 Instructions to Bidders (ITB)
 - Section 3 Bid Data Sheet
 - Section 4 Evaluation and Qualification Criteria
 - Section 5 Activity Schedule
 - Section 6 Bidding Forms
 - Section 7 General Conditions of Contract (GCC)
 - Section 8 Special Conditions of Contract (SCC)
 - Section 9 Contract Forms
 - Financial Bid Template in MS Excel format
- b) Unless downloaded directly from the SEEPZ website (<https://seepz.gov.in>) or the e-

procurement portal (<https://eprocure.gov.in/epublish/app>.) as specified in the BDS, Procuring Entity shall not be responsible for the correctness of the Bidding Documents, responses to requests for clarification, the Minutes of the Pre-bid meeting, if any, or Amendment(s) to the Bidding Documents in accordance with ITB.

- c) Bidders are expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as is required by the Bidding Documents.

8. Clarification of Bidding Documents

- a) A Bidder requiring any clarification of the Bidding Documents shall contact the SEEPZ-SEZ Authority in writing / email at the Procuring Entity's address specified in the BDS.
- b) The Procuring Entity will respond in writing / email / through the e-procurement portal to any request for clarification, provided that such request is received prior to the deadline for submission of bids within a period specified in the BDS. The Procuring Entity shall also promptly publish brief description of the enquiry but without identifying its source and its response at its website or on the e-procurement portal.
- c) Should the clarification result in changes to the essential elements of the Bidding Documents, the Procuring Entity shall amend the Bidding Documents following the procedure given under ITB.

9. Pre-bid Conference

- a) In order to provide response to any doubt regarding Bidding Documents, or to clarify issues, a pre-bid meeting may be scheduled, as specified in the BDS.
- b) During the pre-bid Conference, the clarification sought by representative of prospective Bidders shall be responded appropriately. However, they shall be asked to submit their written request by close of office next day or by e-mail for electronic record thereof. The Procuring Entity shall publish written response to such requests for clarifications, without identifying its source. In case required, amendment(s), in terms of ITB below shall be issued, which shall be binding on all prospective Bidders.

10. Amendments to Bidding Documents

- a) At any time prior to the deadline for submission of bids, the SEEPZ SEZ authority may, for any reason deemed fit by it, amend or modify the Bidding Documents by issuing Amendment(s)/corrigendum.
- b) Such Amendment(s)/corrigendum will be published on SEEPZ SEZ authority's website or on the e-procurement portal and the same shall be binding on all prospective Bidders.
- c) In order to give reasonable time to prospective Bidders to take necessary action in preparing their bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of bids and other allied time frames which may be linked with that deadline.
- d) Any Bidder who has downloaded the Bidding Documents should check the Amendment(s), if any, issued on the SEEPZ SEZ authority website and on the e-procurement portal. The Procuring Entity shall not be responsible in any manner if prospective Bidders miss any

Amendment(s) published on Procuring Entity's website or on the e-procurement portal.

C. Preparation of Bids

11. Documents Comprising Bid

- a) Bidder's technical bid shall comprise the following:
 - Letter of Bid as per the form provided in Section 6 – Bidding Forms;
 - Bid Security declaration furnished in accordance with Annexure I;
 - Bidder Information Form as per Form provided in Section 6: Bidding Forms;
 - Documents establishing Bidders' eligibility and qualification in accordance with Forms given in Section 6: Bidding Forms;
 - Any other document as required in the ITB or BDS
 - An Undertaking duly signed on the letter head from the Bidders to the effect that they agree and abide by the clauses / conditions of Bidding Documents issued by the Procuring Entity and any amendment made thereafter.
- b) Bidder's financial bid shall comprise the financial quote submitted in the excel template published along with these bidding documents.

12. Financial Quote

The Bidder shall make its financial offer in INR only net of GST and all other taxes and duties payable on the services if the contract is awarded, as specified in the BDS. The quoted amount shall be inclusive of Custom Duty and exclusive of GST and Taxes. Bidders are expected to quote their offered rates after considering all the applicable taxes, duties and other statutory liabilities. In other words, offered rate shall be exact rate payable by the service provider to the SEEPZ-SEZ Authority.

13. Period of Validity of Bids

- a) Bids shall remain valid for a period of 180 days from the deadline of submission of bids unless otherwise specified in the Bid Data Sheet.
- b) In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
- c) The Bidder who agrees to the extension of the period of validity of bids so requested by the Procuring Entity shall also extend the period of validity of bid securities submitted by them or submit new bid security to cover the extended period of validity of their bids. A Bidder whose bid security is not extended or new bid securities not submitted shall be considered to have refused the request to extend the period of validity of its bids and rejected as non-responsive. The decision of Procuring Entity will be final and binding in this regard.

14. Bid Security

The Bidder shall furnish as part of its bid, a bid security declaration duly signed on the letterhead as specified in the BDS. Any bid not accompanied by a Bid Security declaration in

the required format shall be rejected by the Procuring Entity as non-responsive.

15. Format and Signing of Bids

- a) The technical bids comprising all documents specified under ITB Clause 11 a) may be compiled into a single PDF document. All pages in the document should be serially numbered and an index specifying contents of the bid should be populated at the beginning of the document.
- b) Authorized signatory of the bidder shall sign, either physically or digitally, on each page of the bid. This signature should be accompanied by bidder's official seal.
- c) The financial bid must be submitted in the MS excel template provided with the bidding documents.

D. Submission and Opening of Bids

16. Sealing, Marking and Submission of Bids

Bidders shall submit their bids and other documents online that shall be accepted only on CPPP portal i.e. <https://eprocure.gov.in/eprocure/app>

No Offline tenders shall be accepted under any circumstances.

17. Deadline for Submission of Bids

- a) Bids must be received by the Procuring Entity online on the e-procurement portal no later than the date and time specified in the BDS (as per the server time).
- b) The date of submission and opening of bids shall not be extended except when:
 - sufficient number of bids have not been received within the given time and the Procuring Entity is of the opinion that further bids are likely to be submitted if time is extended; or
 - the Bidding Documents are required to be substantially modified as a result of discussions in pre-bid meeting or otherwise and the time for preparations of bids by the prospective Bidders appears to be insufficient for which such extension is required.
- c) In cases where the time and date of submission of bids is extended, an amendment to the Bidding Documents shall be issued in accordance with ITB 10.

18. Late Bids

The bidder shall not be able submit his bid after the expiry of the deadline for the bid submission (as per server time). Therefore, in e-Procurement, a situation of Late Tender does not arise.

19. Bid Opening

- a) The date and time of opening of the technical bids shall be as stipulated in the BDS.
- b) In exceptional circumstances, if the procuring entity is faced with any technical issues while

opening the bids online, with due certification of the Bid Evaluation Committee on the nature of such technical exception, the physical bids in hard copy shall be proceeded to be evaluated with after due approval of Competent Authority. In such an event, the date of bid opening shall be the same as the one stipulated for online bid opening unless separately publicly notified by the competent authority.

- c) After due evaluation of the technical bids, the procuring entity shall notify the technically qualified bidders regarding the date of financial bid opening by giving at least 3 days' advance notice on the e-procurement portal.
- d) The financial bids of only technically qualified bidders shall be opened.

E. Evaluation and Comparison of Bids

20. Confidentiality

- a) Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the bidding process until the same is published officially on the e-procurement portal for information of all Bidders.
- b) Any effort by a Bidder to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Bid.

21. Preliminary Examination of Bids

- a) The Bid Evaluation Committee constituted by the Procuring Entity shall conduct a preliminary scrutiny of the opened bids at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:
 - that the bid is complete and duly signed by authorized signatory;
 - that the bid is valid for the period specified in the Bidding Documents;
 - that the bid is accompanied by Bid Security declaration;
 - that the bid is unconditional and that the Bidder has agreed to give the required performance security; and
 - any other specific requirements put forth in the bidding documents.
- b) Bids failing to meet these preliminary requirements shall be treated as non-responsive and shall not be considered further for evaluation.

22. Immaterial Non-conformities

- a) The Bid Evaluation Committee may waive non-conformities in the bid that do not constitute a material deviation, reservation or omission and deem the bid to be responsive;
- b) The Bid Evaluation Committee may request the Bidder to submit necessary information or documents which are historical in nature like audited statements of accounts, tax clearance certificate, PAN, etc. within a reasonable period of time. Failure of the Bidder to comply with the request within the given time shall result in the rejection of its bid;
- c) The Bid Evaluation Committee may rectify immaterial non-conformities or omissions on the basis of the additional information or documentation received from the Bidder.

23. Determination of Responsiveness

- a) The Bid Evaluation Committee constituted by the Procuring Entity shall determine the responsiveness of a bid to the Bidding Documents based on the contents of the bid submitted by the Bidder;
- b) A bid shall be deemed to be substantially responsive if it meets the requirements of the Bidding Documents without any material deviation, reservation, or omission where: -
 - i. "deviation" is a departure from the requirements specified in the Bidding Documents;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - iii. "omission" is the failure to submit part or all of the information or documentation required in the bidding documents.
- c) A "material deviation, reservation, or omission" is one that, if accepted, shall:-
 - i. Effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Bidding Documents; or
 - ii. Limit in any substantial way, inconsistent with the Bidding Documents, the rights of the Procuring Entity or the obligation of the Bidder under the proposed contract; or
 - iii. If rectified shall unfairly affect the competitive position of other Bidders presenting responsive bids;
- d) The Bid Evaluation Committee shall examine the technical aspects of the bid in particular to confirm that all requirements of Bidding Documents have been met without any material deviation, reservation or omission;
- e) The Bid Evaluation Committee shall regard a bid as responsive if it conforms to all requirements set out in the Bidding Documents, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Bidding Documents, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the bid;
- f) Bids that are not responsive or contain any material deviation shall be rejected. Bids declared as non-responsive shall be excluded from any further evaluation.

24. Non-conformities, Errors and Omissions

- a) Provided that a Bid is substantially responsive, the Bid Evaluation Committee may waive any nonconformity in the Bid.
- b) Provided that a bid is substantially responsive, the Procuring Entity, being SEEPZ, SEZ authority or authorized representative may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- c) Provided that a bid is substantially responsive, the Bid Evaluation Committee shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-

conforming item or component.

25. Evaluation of Bids

- a) Technical evaluation of bids shall be based upon scrutiny and examination of all relevant data and details submitted by Bidder in its/his bid and other allied information deemed appropriate by Procuring Entity. The evaluation committee shall only adopt the criteria/conditions included under 'Section 4 – Evaluation and Qualification Criteria' in the tender document.
- b) The evaluation of financial bid will include and take into account the customs duty. All other taxes and duties / GST applicable on the services shall be exclusive and Service provider shall be solely liable to ensure that all applicable taxes, duties and other statutory liabilities are fulfilled while carrying out the services if the contract is awarded to the Bidder. The SEEPZ SEZ Authority will not be liable to pay any amount towards GST and taxes. (The service provider need not pay any additional amount to the SEEPZ-SEZ Authority towards Custom Duty).
- c) The Procuring Entity's evaluation of a bid may require the consideration of other factors, in addition to the bidder's financial offer. These factors may be related to the characteristics, performance, and terms and conditions of purchase of Non-Consultancy Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, shall be specified in Section IV - Qualification and Evaluation Criteria.

26. Right to Accept Any Bid and to Reject Any or All Bids

The Procuring Entity reserves the right to accept or reject any bid, and to cancel / annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders for which the Procuring Entity shall keep record of clear and logical reasons properly for any such action / recall of bidding process. In case of cancellation / annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders

F. Award of Contract

27. Award Criteria

Subject to its bid being technically qualified, unconditional and complete, the bidder offering the highest rate shall be considered for award of contract.

28. Notification of Award

- a) Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the accepted financial offer (Rate per Kg). The expected date of award of contract is as stipulated under BDS.
- b) Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

29. Performance Security

- a) The successful Bidder shall furnish the Performance Security within fourteen (14) days of the receipt of Letter of Award (LoA) from the Procuring Entity in the form of an advance deposit in the name of SEEPZ SEZ Authority of the amount specified in the BDS.
- b) Failure of the successful Bidder to submit the above-mentioned Performance Security or signing the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security/debarment as per bid security declaration. In that event the Procuring Entity may award the Contract to the next highest evaluated Bidder, whose bid is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.
- c) The validity of the performance security shall be for a period of 45 days beyond the date of completion of all contractual obligations.

30. Other Statutory Requirements

Successful bidder shall be required to fulfill insurance and other statutory requirements including submission of signed undertakings assuring compliance with the various standards stipulated in the conditions of contract, failing which the course of action stipulated under ITB clause 29 b) shall be applicable.

31. Signing of Contract

Promptly after notification of Award, the Procuring Entity shall send the successful Bidder the Contract Agreement duly signed. Within seven working days of receipt of the Contract Agreement, the successful Bidder shall return the original copy of the contract agreement, duly signed and dated to the Procuring Entity.

Section 3 – Bid Data Sheet (BDS)

The following specific data for the Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB

ITB Para Reference	Particulars
ITB 4 a)	<p>Bidder shall be a natural person, private entity, government-owned entity or, any combination of these having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India;</p> <p>Bidder shall have fulfilled his obligation to pay such of the tax payable to the Central Government or the State Government or any local authority;</p> <p>Bidder shall not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p> <p>Bidder shall not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>Bidder shall not be presently debarred by any Procuring Entity under the State Government, the Central Government, Autonomous body, Authority by whatever name called under them.</p>
ITB 7 b)	<p>The official website of SEEPZ SEZ Authority is: https://www.seepz.gov.in/</p> <p>The e-procurement portal is: https://eprocure.gov.in/epublish/app</p>
ITB 8 a)	<p>The Procuring Entity's address for seeking clarifications is: Office of the Development Commissioner, SEEPZ SEZ, MIDC Central Road, Andheri East, Mumbai – 400096</p> <p>The email address is: dcseepz-mah@nic.in</p> <p>Queries may also be raised by using the 'seek clarifications' option available on the e-procurement portal.</p>
ITB 8 b)	The bidders may submit their requests for clarification no later than 7 days prior

	to deadline for submission of bids.
ITB 9 a)	<p>The pre-bid meeting shall be held electronically at 1130 Hrs (11:30 AM) on 29th May 2023.</p> <p>The web-link to attend the pre-bid meeting is as follows: Pre Bid Meeting - Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters Hosted by SEEPZ SEZ</p> <p>https://seepz.webex.com/seepz/j.php?MTID=m66df0723eba113f78d152f683a7161f9</p> <p>Monday, May 29, 2023 11:30 AM 1 hour (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi</p> <p>Meeting number: 2519 706 9691</p> <p>Password: GT@2023 (4812023 from video systems)</p> <p>Access code: 251 970 69691</p>
ITB 11 a)	In addition to the documents prescribed in ITB, bidders shall also submit a draft work plan for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters. This plan should include key tasks, corresponding timelines, details regarding environmental safeguards and names of designated persons in-charge.
ITB 12	<p>The financial offer shall comprise rates per kg as per BoQ for removal and disposal of various categories of sludge / waste as specified under the Activity Schedule, adhering to the specified contractual conditions and other legal obligations payable to the client.</p> <p>No deductions from the offered rate shall be permissible later on account of any taxes or other charges.</p> <p>The financial offer quoted by the bidder shall be fixed during the bidder's performance of the contract and shall not be subject to variation on any account. Bidders are expected to quote their offered rates after considering all the applicable taxes, duties and other statutory liabilities. In other words, offered rate shall be exact rate payable by the service provider to the SEEPZ-SEZ Authority.</p>
ITB 13 a)	No change. Bids shall remain valid for a period of 180 days from the deadline of submission of bids.
ITB 14	In lieu of Bid Security, Bid Security Declaration shall be submitted duly signed on the letterhead of the bidder, in pursuance of Govt. of India O.M. No. F.9/4/2020-PPD dated 12/11/2020, as per the format provided at Annexure I.
ITB 17	The deadline for submission of bids is 1500 Hrs (3 PM) on 23 rd June 2023.

ITB 19 a)	<p>The technical bids shall be opened online at 1030 Hrs (10:30 AM) on 26th June 2023.</p> <p>The tentative date for publication of Technical Evaluation Results is 28th June 2023.</p>
ITB 29 a)	<p>The amount of performance security is Rs. 10 Lakhs and shall be submitted by successful bidder, in the form of a bank guarantee or a fixed deposit in favour of the Pay & Accounts Officer, SEEPZ SEZ Authority.</p> <p>This amount shall be in addition to the advance deposit amounting to Rs. 10 Lakhs to be submitted by the successful bidder.</p>
ITB 28 a)	<p>The expected date of award of contract is 04th July 2023.</p>

Annexure I - Instructions for Online Bid Submission

Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from

these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Bidders may avail the free training on the use of e-procurement system as per the schedule published at the following link: <https://eprocure.gov.in/cppp/trainingdisp>.

In case of any further queries, please contact SHRI MAYUR GADAGE, IT EXECUTIVE, SEEPZ-SEZ
CONTACT: 9819390963 during office hours i.e. between 10 AM till 6 PM on weekdays.

Section 4 – Evaluation and Qualification Criteria

This Section contains all the criteria that the SEEPZ SEZ Authority shall use to evaluate bids and qualify the Bidders in accordance with ITB 25. No other factors, methods or criteria shall be used for the purpose of evaluation.

Technical Evaluation Process

1. Preliminary Examination of Bids and Determination of Responsiveness

The evaluation committee shall carry out the preliminary examination of bids and shall determine the responsiveness of bids based as per the procedure stipulated under ITB 22, 23, 24 and 25.

2. Qualification Requirements

The SEEPZ SEZ Authority shall assess the qualifications of participating bidders according to the following criteria, based on the corresponding documentary evidence to be submitted by the bidders:

SN	Basic Requirement	Criterion	Documents to be submitted
1	Legal Entity	<p>The bidder should be a Proprietorship firm duly registered either under the Bombay Shops & Commercial Establishments Act, 1958</p> <p>OR</p> <p>A company registered under Indian Companies Act, 1956</p> <p>OR</p> <p>A partnership firm/LLP registered under Indian Partnership Act, 1932.</p> <p>Along with MPCB (Maharashtra Pollution Control Board) license for "Refining or Extraction of Metal from Gutter/Sewerage waste, sewage treatment plant, sludge removal and septic tank waste" should be categorically mentioned as applicable for dealing in the subject matter of procurement and general license like waste removal and handling won't be entertained.</p> <p>OR</p> <p>Consortium is also allowed. The consortium shall not consist of more than two</p>	<p>Registration / Incorporation certificate</p> <p>Details of ownership, address in MMR (Mumbai Metropolitan Region), contact details including e-mail and telephone numbers.</p> <p>Valid MPCB license for the category mentioned in the criterion.</p>

		companies/ corporations and shall be formed under a duly stamped consortium agreement. (Attach Proof). In a consortium, one of the partners shall be designated as a "Lead Partner". The Consortium bidder or Lead partner of the consortium shall be an MPCB (Maharashtra Pollution Control Board) license holder for "Refining or Extraction of Metal from Gutter/Sewerage waste, sewage treatment plant, sludge removal and septic tank waste" should be categorically mentioned as applicable for dealing in the subject matter of procurement and general license like waste removal and handling won't be entertained.	
2	Tax registration and clearance	The lead bidder should have a registered number of i. GST registration certificate where his business is located. ii. PAN	Copies of valid and relevant certificates of registration of lead bidder.
3	Financial Capability:	Bidder must have an average annual turnover of at least Rs.85 Lakhs during past 5 financial years of which turnover from services of similar nature should amount to at least 50% of the above turnover. Services of similar nature include removal and refining or extraction of precious metal from septic tank waste, STP sludge, Drain Cleaning, Garbage Disposal, Hazardous Waste disposal.	Documents to be submitted by Lead or Consortium Bidder: Audited financial statements for the past 3 financial years. Provisional financial statement certified by the CA shall be acceptable only for FY 2022-23 with stamp, signature and UDIN number of CA. CA certificate clearly specifying the volume of turnover from services of similar nature.
4	Financial: Net Worth	The net worth of the lead bidder and consortium, as on 31st March 2023, should be Positive.	CA Certificate with CA's Registration Number/ Seal.
5	Financial Liquidity:	Lead Bidder should have liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, amounting to at least Rs. 10 Lakhs. This means that bidder must have dedicated cash/credit availability of Rs. 10 Lakhs to be able to make payments under this contract. Any advances paid by other clients and amounts committed towards other contracts need to be subtracted while calculating net cash/credit availability.	CA certificate specifying the availability of liquid assets / access to credit.

6	Technical Experience I: Past Performance	<p>The bidder must have successfully executed/ completed Services of similar nature over the last five years i.e. the current financial year and the last four financial years should be either of the following for Government/PSU/Private Sectors:</p> <p>a. Three similar completed services each costing not less than 40%; or b. Two similar completed services each costing not less than 50%; or c. One similar completed service costing not less than 80%.</p> <p>Services of similar nature includes removal and refining or extraction of precious metal from septic tank waste, STP sludge, Drain Cleaning, Garbage Disposal, Hazardous Waste disposal.</p>	<p>Completion certificate clearly mentioning the scope of work, contract value and client name.</p> <p>For ongoing projects, a certification from the client that 70% of work has been completed or a certificate from CA that 70% of payments have been received, having clear mention of the scope of work, contract value and client name.</p> <p>Both consortium partners should collectively meet the criteria; provided that the lead partner must meet at least 50% of the stipulated requirement alone and the other partner must meet at least 25% of the stipulated requirement alone.</p>
7	Technical Experience II: Certifications	<p>The lead bidder/consortium partner should possess any of the following valid certificate at the time of bidding:</p> <p>a. ISO 14001:2015 – Certification for “Environmental Management System” b. ISO 9001:2008 – Certification for “Quality Management System” b. ISO 45001:2018 – Certification for “Health and Safety Management at Work”</p> <p>*These ISO Certificate holders shall be given preference and are of additional criterion nature.</p>	<p>Copy of a valid certificate-online traceable and self-attested by lead bidder or consortium bidder.</p>
8	Performance Capability: Key Personnel Deputed:	<p>Lead Bidder should deploy a Contract Manager with at least five years’ experience in similar services of an equivalent nature and volume, including no less than three years as Manager.</p>	<p>Work profile of the proposed contract manager clearly stipulating the nature, capacity and years of experience.</p>
9	Statutory Compliance:	<p>Bidder must have at least 20 persons on roll and must be registered with ESIC and EPFO.</p>	<p>Self-certification regarding availability of manpower along with ESIC and EPFO registration details.</p> <p>The Lead/ Consortium bidders shall submit recent/last 1 Financial year paid challans with Electronic Challan-cum-Return (ECR) for EPF &</p>

			Monthly Contribution Details for ESIC to verify statutory clearance.
10	Legal:	<p>Bidder must indemnify the Procuring Entity (SEEPZ SEZ Authority) against any legal implications arising due to the service provider's non-compliance to statutory provisions* pertaining to the services outlined in the scope of work.</p> <p>*The Lead and the Consortium bidder should strictly comply with the MS Act 2013 - The Prohibition of Employment as Manual Scavengers and their Rehabilitation (Amendment) Bill, 2020.</p>	<p>Affidavit of Indemnity (Indemnity Bond) on a Rs.500 stamp paper comprising the following text:</p> <p>"We hereby agree to undertake that we shall, at all times, indemnify and keep indemnified the Procuring Entity i.e. SEEPZ-SEZ Authority against all Claims/ damages for any violation of MS Act 2013 and its amendments/ any other statutory / licensing requirements / MPCB license pollution control norms while providing our services under the Contract. We shall indemnify the Client in full for any failure in performance on account of default or non-fulfilment of our obligations. We understand that, in such case, all the costs and expenses incurred by the Procuring Entity are recoverable from us."</p>

Bidders must ensure that the documentary evidence submitted by them as proof of their qualification must provide the necessary information in adequate details to establish the facts without a scope for doubt. Any scanned documents being submitted must possess adequate resolution to ensure their legibility without confusion. If any information necessary for establishing the bidder's qualifications is unclear from the documents submitted, the evaluation committee's interpretation in that regard shall be final. Incomplete or unclear documents may lead to the disqualification of the bidder.

Financial Evaluation Process:

For the purpose of financial evaluation, the evaluation committee shall use the comparison sheet generated on the e-procurement portal subsequent to the financial bid opening with a rule – **"H1 bidder will be the highest quoted bidder among one of the bidders who should have quoted Minimum Rs. 38.00 for STP and Septic Tank and the bidder shall also be H1 in at least 6 (six) items out of 8 (eight) items including STP, Septic Tank and Sector 3 (i.e. BoQ line no. 1.04, 1.05 and 1.06)"** . However, in case of any technical issues in identifying the highest bidder using the system-generated comparison sheet, the evaluation committee may prepare a comparison sheet manually. The committee shall consider the per kg rate offered by the bidder in accordance with the evaluation logic stipulated under ITB 25 b).

Section 5 – Activity Schedule

Background

The gutter and sewerage waste, Sewage Treatment Plant (STP) sludge and septic tank waste contains few granules of precious metals as a by-product of the finishing works at various units. The objective of this contract is to clean the gutters, sewerage / drainage lines, STP and septic tanks and to remove the sludge and other wastes from the SEZ premises in an environmentally compliant manner without violating municipal rule framework for handling & transportation of such waste. The SOP for removal of hazardous waste and the maps for the gutters, drainage / sewerage lines and STP are uploaded along with these bidding documents for ready reference.

Scope of Work

The successful Bidder shall ensure the following to undertake removal of sludge and other wastes as part of this contract:

- A. Proper registered vehicle for removal of Gutter and Sewerage Waste, Sewage Treatment Plant (STP), Sludge removal and Septic tank wastes from SEEPZ SEZ
- B. Compliance to all environmental norms while removal of Gutter and Sewerage Waste, Sewage Treatment Plant (STP), Sludge removal and Septic tank wastes from SEEPZ SEZ and subsequently responsibility of processing the Gutter and Sewerage Waste, Sewage Treatment Plant (STP), Sludge removal and Septic tank wastes as per environmental safety norms.
- C. Proper adherence to labour statutes and provision of safety and other necessary equipment to the labour/workforce engaged to remove the sludge and other wastes.

Flow of Work

Step 1: The SEEPZ SEZ Authority shall issue a letter of acceptance to the successful bidder along with the contract formats and seeks submission of performance security and advance deposit within the stipulated timeframe.

Step 2: Successful bidder submits the signed Contract Agreement along with the performance security and an advance deposit of Rupees Ten Lakhs (Rs. 10,00,000/-) within the stipulated timeframe.

Step 3: Successful bidder carries out field visit and submits the proposed date-wise schedule for cleaning of gutters, drainage / sewerage lines & STP, and removal of estimated quantity of sludge and other wastes.

Step 4: The estate manager issues authorization along with approval on the date wise schedule for the services to be carried out by the service provider.

Step 5: Successful bidder removes the sludge and other wastes, adhering to the SOP for removal of goods from SEZ as notified and due weighment of sludge and other wastes at weighbridge and record thereof. The empty vehicle will be weighed on the weighing bridge. Thereafter weighing will be done again after loading of the sludge and other wastes in vehicle. The difference in weighing will be considered as weight of sludge and other wastes. Weighing slip will be directly handed over by

Weighing Bridge Manager to SEEPZ SEZ Authority Office/representative.

Step 6: On removal of Approximately Rupees Eight Lakhs (Rs. 8,00,000/-) worth of sludge and other wastes as per the rate quoted, another advance deposit amounting to Rupees Ten Lakhs (Rs. 10,00,000/-) shall be submitted by the successful bidder within 07(seven) days of formal intimation by the SEEPZ SEZ authority for further removal. Simultaneously, successful bidder shall also submit a date-wise schedule for removal of remaining sludge and other wastes in accordance with Step 3 above.

Step 7: The estate manager shall settle the 1st round of billing as per the rate quoted and based on the dates submitted for the next round by the successful bidder issue the permission/authorization as per Step 4.

Schedule of Work and Manpower Deployment Sector-Wise

SN	Sectors in SEEPZ-SEZ Premises	Brief description of location		Running Mtrs	Frequency of Cleaning and Manpower Deployment
1	Sector -1	There are 5 gutter lines, as identified and details are as under:			To be Cleaned between 1 st to 4 th of every month. 04 No. of workers shall be deployed in sector
		No. of Gutter lines	Location of Gutter lines		
		S1/G1	South-West & South-East (adjacent to Tata premise) of Service Centre and BFC peripheral.	500	
		S1/G2	North-West, West-South (opposite of SDF VII) & South-East of Tata premises	400	
		S1/G3	Peripheral area of SDF VI	360	
		S1/G4	Peripheral area of SDF VII	500	
		S1/G5	Drainage at SDF VI and VII up to Gate No. 2	450	
2	Sector -2	There are 9 gutter lines, as identified and details are as under:			To be Cleaned between 5 th to 9 th of every month. 05 No. of workers shall
		No. of Gutter lines	Location of Gutter lines		
		S2/G1	North-West of Lake premises adjacent to road towards to Gate No. 02	300	

		S2/G2	South-West of Lake premises i.e. P. No. 62 to Plot No. 56B	350	be deployed in sector
		S2/G3	South-East of Lake premises i.e. Plot No. 56B to P. No. 1&2 (PT).	210	
		S2/G4	North-East of Lake premises adjacent to road towards to dumping yard till P. No. 1&2 (PT.)	370	
		S2/G5	Peripheral area of G&J building No. II	400	
		S2/G6	Peripheral area of G&J building No. III	400	
		S2/G7	From Outside area of Canteen to Septic tank area, from East-South of Dumping Road to Septic Tank and North-East of G&J building No. II to road towards to dumping yard.	470	
		S2/G8	Drainage line from Gate no. 2 to Old Septic Tank	700	
		S2/G9	Gutter surrounding the Lake	450	
		S2/ST1	Septic tank behind G&J-III	1 No.	To be cleaned quarterly i.e., 04 (four) in a year
3	Sector -3	There are 9 gutter lines, as identified and details are as under:			To be Cleaned between 10 th to 14 th of every month. 06 No. of workers shall be deployed in sector
		No. of Gutter lines	Location of Gutter lines		
		S3/G1	Peripheral area of SDF-V & around Garden & plot side	1070	
		S3/G2	South-West area opposite to lake and G&J building II.	390	
		S3/G3	East Area opposite to Septic tank.	150	
		S3/G4	Outside area of Western Electronic to Goldiam International.	300	

		S3/G5	Peripheral area of STP Plant.	650	
		S3/G6	Peripheral area of Septic Tank.	100	
		S3/G7	North, East & West area of G&J Building No.1.	900	
		S3/G8	From south area of Renaissance Jewellery to South area of G&J Building No.1.	320	
		S3/G9	Drainage lines -2 nos. + SDF V Connection	870	
		S3/STP	STP components i. Inlet/Screen Grit Chamber ii. Collection sump iii. Primary Clarifier iv. Aeration tank v. Secondary Clarifier vi. Sludge Digester tank vii. Filter Bed viii. Treated Sump		To be cleaned quarterly i.e., 04 (four) in a year. 10 No. of additional workers shall be deployed during works in STP/ Septic tanks
		S3/ST A & B	Septic tanks	2 Nos.	
4	Sector -4	There are 11 gutter lines, as identified and details are as under:			To be Cleaned between 15 th to 19 th of every month. 05 No. of workers shall be deployed in sector
		No. of Gutter lines	Location of Gutter lines		
		S4/G1	Half peripheral area of SDF-I towards south-west	470	
		S4/G2	Half peripheral area of SDF-I towards North-East	470	
		S4/G3	South-East area of Canteen, adjacent to Road towards to Gate No.03	120	
		S4/G4	Area between Multistoried building and SDF-I.	200	
		S4/G5	East-West Peripheral area of SDF-I & outside area of canteen adjacent to Road towards to Gate No.3	300	

		S4/G6	South-West Peripheral area of Multistoried Building.	215	
		S4/G7	North-East Peripheral area of Multistoried Building.	175	
		S4/G8	Half peripheral area of SDF-II towards south-west	450	
		S4/G9	Half peripheral area of SDF-II towards North-East	450	
		S4/G10	Peripheral area of Crèche Building adjacent to Road towards to Gate No.3.	280	
		S4/G11	Drainage line of Multistoried Front & Back Side SDF II and SDF I	515	
5	Sector -5	There are 7 gutter lines, as identified and details are as under:			To be Cleaned between 20 th to 24 th of every month. 04 No. of workers shall be deployed in sector
		No. of Gutter lines	Location of Gutter lines		
		S5/G1	Half peripheral area of SDF-III towards south-west	360	
		S5/G2	Half peripheral area of SDF-III towards North-East	490	
		S5/G3	Half peripheral area of SDF-IV towards south-west	490	
		S5/G4	Half peripheral area of SDF-IV towards North-East	540	
		S5/G5	Outside east area of SDF III adjacent to road towards to gate No. 3.	145	
		S5/G6	Outside east area of SDF IV adjacent to road towards to gate No. 3.	120	
		S5/G7	Drainage Line of SDF III, IV, roads between III & IV and Compound wall side.	635	
6	Sector -6	There are 6 gutter lines, as identified and details are as under:			To be Cleaned between 25 th to 29 th of every month.
		No. of Gutter lines	Location of Gutter lines		

		S6/G1	Peripheral area of Fire station and adjacent to road towards to gate No.3.	570	03 No. of workers shall be deployed in sector
		S6/G2	Half peripheral area of SEEPZ++ IT Park towards south-west	260	
		S6/G3	Half peripheral area of SEEPZ++ IT Park towards North-East	260	
		S6/G4	From East of SEEPZ++ IT Park towards Goregaon Marol Road.	175	
		S6/G5	Drainage from Suncity to outlet at tower	460	
		S6/G6	Compound Wall side from Suncity to main drainage	450	
7	Sector -7	Gutter Lines near A-Type, B-Type, C-Type and D-Type Quarters.			To be Cleaned once in every 2 Months.
		No. of Gutter lines	Location of Gutter lines		
		S7/G1	Residential Drainage from Gym to B3	1000	04 No. of workers shall be deployed in sector
		S7/G2	Gutter D1 to Garden	70	
		S7/G3	Near D1 Backside	30	
		S7/G4	Wall Side	218	

(Manpower deployment plan is with reference to the Sludge evacuation done in each sector)

Format of Financial Bid

The form for submission of financial bid in MS Excel format shall be uploaded by the Procuring Entity on the e-procurement portal simultaneously with these bidding documents in accordance with ITB Clause 7 a).

Section 6 – Bidding Forms

SN	Name of the Form	Page No.
1	Letter of Bid	33-34
2	Checklist of documents comprising bid	35
3	Bidder Information Form	36
4	Bidder's Qualification Information	37-44
5	Financial Bid Format	Uploaded Separately as a .xlsx file

1. Letter of Bid

The Bidder must prepare the Letter of Bid on its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.

Date:

Tender File No.: [E-OPT-11/63/2023-EO](#)

To,
The Assistant Development Commissioner & Estate Manager
SEEPZ, SEZ Authority
SEEPZ Service Centre Building,
SEEPZ SEZ, Andheri (East), Mumbai-400 096

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
2. We meet the eligibility requirements in accordance with ITB 4 and have no Conflict of Interest in accordance with GFR 175;
3. We offer to perform, in conformity with the Bidding Documents, the following Non-Consultancy Services: 'Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters'.
4. Our final financial offer is as submitted in our financial bid.
5. Our bid shall remain valid for 180 days from the last date of submission of the bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. If our bid is accepted, we commit to submit a performance security (ePBG) i.e. Rs. 10 Lakhs in accordance with the Bidding Documents;
7. We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process;
8. We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not debarred by any procuring entity under the State Government, the Central Government or any State Government or any Public Undertaking, Autonomous body, Authority by whatever name called under them;
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in the contravention of the Code of Integrity prescribed in GFR 175;
10. We hereby certify that we are neither associated nor have been associated directly or indirectly with the consultant or any other individual or entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract from the SEEPZ SEZ Authority;

11. We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
12. We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
13. We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
14. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
15. We understand that SEEPZ SEZ Authority is not bound to accept the highest evaluated bid or any other bid that SEEPZ SEZ Authority may receive and that the decision of the SEEPZ-SEZ Authority shall be final & binding.

Name of the Bidder:

Name of Bidder's Authorized Signatory:

Designation of the person signing the Bid:

Signature of the person named above

Date signed

2. Checklist of documents comprising bid

SN	Document	Included (Y/N)	Page No.
1	Letter of Bid as per the form provided in Section 6 – Bidding Forms		
2	Bid Security declaration furnished in accordance with Annexure I		
3	Bidder Information Form as per Form provided in Section 6: Bidding Forms		
4	Documents establishing Bidders' eligibility in accordance with BDS (ITB 4 a)		
5	Documents establishing Bidders' qualification in accordance with Forms given in Section 6: Bidding Forms		
6	An Undertaking duly signed on the letter head from the Bidders to the effect that they agree and abide by the clauses / conditions of Bidding Documents issued by the Procuring Entity and any amendment made thereafter.		
7	Financial Bid (to be uploaded in a separate folder)		NA

3. Bidder Information Form

Date:

Tender File No.: [E-OPT-11/63/2023-EO](#)

Bidder's Name:	
Bidder's legal entity status:	Firm /Consortium/ LLP / Pvt. Ltd. Company / Ltd. Company
Bidder's year of incorporation / registration:	
Bidder's complete registered address:	
Bidder's PAN:	
Bidder's GSTIN:	
Information regarding bidder's authorized representative:	Name: Designation: Address: Email:
Name(s) of promoter(s) and members of the board of directors.	
Bidder's bank account details:	Account Name: Bank Name: Branch Name: IFSC Code:

4. Bidder's Qualification Information

SN	Nature of Criterion	Criterion	Bidder's Qualification	Documents to be submitted	Documents submitted	Page No.
1	Legal Entity	<p>The bidder should be a Proprietorship firm duly registered either under the Bombay Shops & Commercial Establishments Act, 1958</p> <p>OR</p> <p>A company registered under Indian Companies Act, 1956</p> <p>OR</p> <p>A partnership firm/LLP registered under Indian Partnership Act, 1932.</p> <p>Along with MPCB (Maharashtra Pollution Control Board) license for "Refining or Extraction of Metal from Gutter/Sewerage waste, sewage treatment plant, sludge removal and septic tank waste" should be categorially mentioned as applicable for dealing in the subject matter of procurement and general</p>		<ol style="list-style-type: none"> 1. Registration / Incorporation certificate 2. Details of ownership, address in MMR (Mumbai Metropolitan Region), contact details including e-mail and telephone numbers. 3. Valid MPCB license for the category mentioned in the criterion. 		

		<p>license like waste removal and handling won't be entertained.</p> <p>OR</p> <p>Consortium is also allowed. The consortium shall not consist of more than two companies/ corporations and shall be formed under a duly stamped consortium agreement. (Attach Proof). In a consortium, one of the partners shall be designated as a "Lead Partner". The Consortium bidder or Lead partner of the consortium shall be an MPCB (Maharashtra Pollution Control Board) license holder for "Refining or Extraction of Metal from Gutter/Sewerage waste, sewage treatment plant, sludge removal and septic tank waste" should be categorically mentioned as applicable for dealing in the subject matter of procurement and general license like waste removal and handling won't be entertained.</p>				
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2	Tax registration and clearance	<p>The lead bidder should have a registered number of</p> <p>i. GST registration certificate where his business is located. ii. PAN</p>		Copies of valid and relevant certificates of registration of lead bidder.		
3	Financial Capability:	<p>Bidder must have an average annual turnover of at least Rs.85 Lakhs during past 5 financial years of which turnover from services of similar nature should amount to at least 50% of the above turnover.</p> <p>Services of similar nature include removal and refining or extraction of precious metal from septic tank waste, STP sludge, Drain Cleaning, Garbage Disposal, Hazardous Waste disposal.</p>		<p>Documents to be submitted by Lead or Consortium Bidder:</p> <ol style="list-style-type: none"> 1. Audited financial statements for the past 3 financial years. Provisional financial statement certified by the CA shall be acceptable only for FY 2022-23 with stamp, signature and UDIN number of CA. 2. CA certificate clearly specifying the volume of turnover from services of similar nature. 		
4	Financial: Net Worth	The net worth of the lead bidder and consortium, as on 31st March 2023, should be Positive.		CA Certificate with CA's Registration Number/ Seal.		

5	Financial Liquidity:	<p>Lead Bidder should have liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, amounting to at least Rs. 10 Lakhs.</p> <p>This means that bidder must have dedicated cash/credit availability of Rs. 10 Lakhs to be able to make payments under this contract. Any advances paid by other clients and amounts committed towards other contracts need to be subtracted while calculating net cash/credit availability.</p>		CA certificate specifying the availability of liquid assets / access to credit.		
6	Technical Experience I: Past Performance	<p>The bidder must have successfully executed/ completed Services of similar nature over the last five years i.e. the current financial year and the last four financial years should be either of the following for Government/PSU/Private</p>		<ol style="list-style-type: none"> 1. Completion certificate clearly mentioning the scope of work, contract value and client name. 2. For ongoing projects, a certification from the client that 70% of work has been completed or a certificate from CA that 70% of payments have been received, 		

		<p>Sectors:</p> <p>a. Three similar completed services each costing not less than 40%;</p> <p>or</p> <p>b. Two similar completed services each costing not less than 50%;</p> <p>or</p> <p>c. One similar completed service costing not less than 80%.</p> <p>Services of similar nature includes removal and refining or extraction of precious metal from septic tank waste, STP sludge, Drain Cleaning, Garbage Disposal, Hazardous Waste disposal.</p>		<p>having clear mention of the scope of work, contract value and client name.</p> <p>3. Both consortium partners should collectively meet the criteria; provided that the lead partner must meet at least 50% of the stipulated requirement alone and the other partner must meet at least 25% of the stipulated requirement alone.</p>		
7	Technical Experience II: Certifications	<p>The lead bidder/ consortium partner should possess any of the following valid certificate at the time of bidding:</p> <p>a. ISO 14001:2015 –</p>		Copy of a valid certificate- online traceable and self-attested by lead bidder or consortium bidder.		

		<p>Certification for “Environmental Management System”</p> <p>b. ISO 9001:2008 – Certification for “Quality Management System”</p> <p>c. ISO 45001:2018 – Certification for “ Health and Safety Management at Work”</p> <p>*These ISO Certificate holders shall be given preference and are of additional criterion nature.</p>				
8	<p>Performance Capability:</p> <p>Key Personnel Deputed:</p>	<p>Lead Bidder should deploy a Contract Manager with at least five years’ experience in similar services of an equivalent nature and volume, including no less than three years as Manager.</p>		<p>Work profile of the proposed contract manager clearly stipulating the nature, capacity and years of experience.</p>		

9	Statutory Compliance:	Bidder must have at least 20 persons on roll and must be registered with ESIC and EPFO.		<p>Self-certification regarding availability of manpower along with ESIC and EPFO registration details.</p> <p>The Lead/ Consortium bidders shall submit recent/last 1 Financial year paid challans with Electronic Challan-cum-Return (ECR) for EPF & Monthly Contribution Details for ESIC to verify statutory clearance.</p>		
10	Legal:	<p>Bidder must indemnify the Procuring Entity (SEEPZ SEZ Authority) against any legal implications arising due to the service provider's non-compliance to statutory provisions* pertaining to the services outlined in the scope of work.</p> <p>*The Lead and the Consortium bidder should strictly comply with the MS Act 2013 - The Prohibition of Employment as Manual Scavengers and their Rehabilitation (Amendment) Bill, 2020.</p>		<p>Affidavit of Indemnity (Indemnity Bond) on a Rs.500 stamp paper comprising the following text:</p> <p>"We hereby agree to undertake that we shall, at all times, indemnify and keep indemnified the Procuring Entity i.e. SEEPZ-SEZ Authority against all Claims/ damages for any violation of MS Act 2013 and its amendments/ any other statutory / licensing requirements / MPCB license pollution control norms while providing our services under the Contract. We shall indemnify the Client in full for any failure in performance on account of default or non-fulfillment of our obligations. We understand that, in such case, all the costs and expenses</p>		

				<p>incurred by the Procuring Entity are recoverable from us.”</p> <p>Affidavit of Indemnity (Indemnity Bond) on a Rs.100 stamp paper comprising the following text:</p> <p>“We hereby agree to undertake that we shall, at all times, indemnify and keep indemnified the Procuring Entity i.e. SEEPZ-SEZ Authority against all Claims/ damages for any violation of any statutory / licensing requirements / pollution control norms while providing our services under the Contract. We shall indemnify the Client in full for any failure in performance on account of default or non-fulfillment of our obligations. We understand that, in such case, all the costs and expenses incurred by the Procuring Entity are recoverable from us.”</p>		
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Section 7 – General Conditions of Contract (GCC)

1. General Provisions	
1.1 Definitions	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none"> a) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Procuring Entity; b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract, as named in SCC; c) "Accepted Rates" means the rates per kg offered by the successful contractor duly accepted by the client; d) "Procuring Entity" means the party who employs the Service Provider as specified in SCC; e) "GCC" means these General Conditions of Contract; f) "Party" means the Procuring Entity or the Service Provider, as the case may be, and "Parties" means both of them; g) "Personnel" means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof; h) "Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Procuring Entity as specified in SCC; i) "Service Provider's Bid" means the completed Bidding Document submitted by the Service Provider to the Procuring Entity; j) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented; k) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A - Schedule of Activities;
1.2 Applicable Law	The Contract shall be interpreted in accordance with the laws of the Union of India.
1.3 Language	This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
1.4 Notices	Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC . The term "in writing" means communicated in written form with proof of receipt. A notice shall be effective from the date of delivery or on the notice's effective date, whichever is later. In case of electronic mode of communication, a notice shall be

	effective from the time of sending of the electronic communication.
1.5 Location	The Services shall be performed at the Procuring Entity's location as specified in the SCC .
1.6 Authorized Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider may be taken or executed by the officials specified in the SCC .
1.7 Taxes and Duties	The Service Provider and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is exclusive to the Accepted Rates.
1.8 Code of Integrity	The Procuring Entity, the Service Provider and their representatives shall strictly adhere to the code of integrity as stipulated under GFR 175.
2. Commencement, Completion, Modification, and Termination of Contract	
2.1 Effectiveness of Contract	This Contract shall come into effect on the date of the Contract signed by both parties and such other later date as may be stated in the SCC .
2.2 Commencement of Services	
2.2.1 Program	Before commencement of the Services, the Service Provider shall submit to the Procuring Entity for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
2.2.2 Starting Date	The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC .
2.3 Intended Completion Date	Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the SCC . If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
2.4 Modification	Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Accepted Rates, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

2.5 Force Majeure	
2.5.1 Definition	For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
2.5.2 No Breach of Contract	The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
2.5.3 Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.6 Termination	
2.6.1 By the Procuring Entity	<p>The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) to (d) of this Sub-Clause 2.6.1:</p> <ul style="list-style-type: none"> a. if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing; b. if the Service Provider become insolvent or bankrupt; c. if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or d. if the Service Provider, in the judgment of the Procuring Entity has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract. e. if the service Provider fails to pay any monies due to the Procuring Entity pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Procuring Entity that such payment is overdue;
2.6.2 By the Service Provider	<p>The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a)) of this Sub-Clause 2.6.2:</p> <ul style="list-style-type: none"> a. if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a

	period of not less than sixty (60) days.
3. Obligations of the Service Provider	
3.1 General	The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.
3.2 Conflict of Interests	<p>3.2.1 The Service Provider shall hold the Procuring Entity's, interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.</p> <p>3.2.2 The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.</p>
3.3 Confidentiality	The Service Provider, it's Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.
3.4 Insurance to be Taken Out by the Service Provider	The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be specified in the SCC ; and (b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.
3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval	<p>The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> a. entering into a subcontract for the performance of any part of the Services, b. changing the Program of activities; and

	c. Any other action that may be specified in the SCC .
3.6 Reporting Obligations	The Service Provider shall submit to the Procuring Entity the reports and documents as specified in the SCC .
3.7 Documents Prepared by the Service Provider to Be the Property of the Procuring Entity	All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub- Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SCC .
3.8 Liquidated Damages	
3.8.1 Payments of Liquidated Damages	The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per week stated in the SCC for each week or part thereof that is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC . The Procuring Entity may deduct liquidated damages from the advance deposited with the Procuring Entity. Payment of liquidated damages shall not affect the Service Provider's liabilities.
3.8.2 Lack of performance penalty	If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as specified in the SCC .
3.9 Performance Security	The Service Provider shall provide the Performance Security to the Procuring Entity no later than the date specified in the Letter of Acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract in case of a bank guarantee.
3.10 Adherence to laws, regulations and statutory requirements	The Service Provider shall carry out all its services in accordance with all the applicable laws, regulations, environmental guidelines and statutory requirements that are legally in force. Additionally, the Service Provider shall also comply with provisions of all labour laws as applicable and agrees to independently keep itself apprised of amendments and supplements to such laws and fully comply with all labour laws as applicable from time to time.

4. Service Provider's Personnel	
4.1 Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix B. The Key Personnel listed by title as well as by name in Appendix B are hereby approved by the Procuring Entity.
4.2 Removal and/or Replacement of Personnel	<p>4.2.1 Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.</p> <p>4.2.2 If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.</p> <p>4.2.3 The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
5. Obligations of the Procuring Entity	
5.1 Assistance and Exemptions	The Procuring Entity shall use its best efforts to provide the Service Provider such assistance and exemptions as specified in the SCC .
5.2 Change in the Applicable Law	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clause 6.2.
6. Payments	
6.1 Contract Price	The Service Provider's accepted rates shall be a fixed lump-sum quoted by the Service Provider in carrying out the Services described in Appendix A as accepted by the SEEPZ-SEZ Authority / Procuring Entity. The accepted rates are set forth in the SCC .

6.2 Terms and Conditions of Payment	Payments shall be made by the Service Provider according to the payment schedule stated in the SCC .
6.3 Accounting for defects	The principle and modalities of Inspection of the Services by the Procuring Entity shall be as indicated in the activity schedule. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. In case the Service Provider fails to rectify the defects, lack of performance penalty as specified under sub-clause 3.8.2 shall be applicable.
7. Settlement of Disputes	
7.1 Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
7.2 Dispute Settlement	Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication / arbitration in accordance with the provisions specified in the SCC .
8. Extension of the duration of contract	
	This contract may be extended, prior to its expiry, for a mutually agreeable period not exceeding 6 months, provided that a fresh procurement activity is initiated before the expiry of the original contract.

Section 8 – Special Conditions of Contract (SCC)

Number of GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(b)	The contract name is " <i>Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters</i> "
1.1(d)	The Procuring Entity is ' <i>SEEPZ SEZ Authority</i> ', Andheri, Mumbai
1.1(h)	The Service Provider is _____
1.4	<p>The addresses are:</p> <p>Procuring Entity : SEEPZ SEZ Authority, SEEPZ SEZ, MIDC Central Road, Andheri East, Mumbai 400096</p> <p>Attention : Development Commissioner, SEEPZ SEZ Authority</p> <p>E-mail: dcseepz-mah@nic.in</p> <p>Service Provider :</p> <p>Attention :</p> <p>Facsimile :</p> <p>E-mail: _</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: <i>Shri. Haresh K Dahilkar, Assistant Development Commissioner</i></p> <p>For the Service Provider: <i>[name, title]</i>_____</p>
2.1	No change to the GCC clause
2.2.2	The Starting Date for the commencement of Services is seven (7) days after contract signing.
3.2.2	The Procuring Entity reserves the right to determine on a case-by-case basis whether the service should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 3.2
3.4	The risks and coverage by insurance shall be:

	<p>(i) Third Party motor vehicle – at least 100% of the market value of rented vehicles, if any.</p> <p>(ii) Third Party liability – as stipulated by relevant government law</p> <p>(iii) Procuring Entity's liability and workers' compensation – as stipulated in the employees' compensation act.</p>
3.5 c.	The Service Provider shall follow the protocol stipulated in the activity schedule regarding entering-exiting Procuring Entity's premises and for weighting and carrying the sludge and other wastes.
3.7	There are no specific restrictions.
3.8.1	<p>The rate of liquidated damages leviable is Rs.0.20 per kg per week (calculated as deficit between the proposed and actual quantities to be removed)</p> <p>The total amount of liquidated damages shall not exceed Rs.1.0 per kg beyond which the Procuring Entity may exercise its right to terminate the contract.</p>
3.8.2	During the execution of the specified services if the Service Provider causes any nuisance or damage to any asset or resource on the Procuring Entity's premises, the cost of making good such damages shall be recovered from the Service Provider.
3.10	<p>The Service Provider is also required to adhere to the following regulations:</p> <p>Contractor's Labour Regulations – Attached as Appendix C</p> <p>SOP for Removal of Hazardous Waste – Attached as Appendix D</p>
5.1	The SEEPZ SEZ Authority / Procuring Entity shall provide necessary assistance in providing gate-passes for smooth entry of the Service Provider's vehicles and employees. . The contract merely gives license to the Service Provider and its employees /personnel/labors to enter the work places for limited purpose. The procuring Entity in its sole discretion has the right to stop or regulate the entry of the personnel or employees or re-preventatives or labour of the Service Provider for any violation or nuisance at work place. The employees or representatives of the Service Provider shall strictly adhere to the security norms of the Procuring Entity .
6.1	The accepted rates is: _____
6.2	<ol style="list-style-type: none"> 1. The Service Provider shall submit an advance deposit of Rs.10 Lakhs before signing the contract agreement. 2. The Procuring Entity shall deduct amounts corresponding to the weight of sludge and other waste removed multiplied by the accepted rate plus liquidated damages and lack of performance penalties, if applicable. 3. The Procuring Entity shall intimate the Service Provider once 80% of the advance deposit has been depleted, seeking additional advance deposit of Rs. 10 Lakhs. 4. The Service Provider shall submit the additional advance deposit within 07 days of such intimation before removing additional sludge and other wastes equivalent to Rs. 1 Lakhs, whichever is earlier.

	5. Procedure described under above steps shall be repeated till the completion of the contract.
7.2	Disputes shall be resolved by way of arbitration as stipulated under the Arbitration and Conciliation Act, 1996 as amended till date. The arbitration proceedings shall be conducted at Mumbai, India. The language of arbitral proceedings shall be English and shall be subject to the exclusive jurisdiction of the courts at Mumbai

Appendix A – Schedule of Activities

The successful Bidder shall ensure the following to undertake removal of sludge and other wastes as part of this contract:

- D. Proper registered vehicle for removal of Gutter and Sewerage Waste, Sewage Treatment Plant (STP), Sludge removal and Septic tank wastes from SEEPZ SEZ
- E. Compliance to all environmental norms while removal of Gutter and Sewerage Waste, Sewage Treatment Plant (STP), Sludge removal and Septic tank wastes from SEEPZ SEZ and subsequently responsibility of processing the Gutter and Sewerage Waste, Sewage Treatment Plant (STP), Sludge removal and Septic tank wastes as per environmental safety norms.
- F. Proper adherence to labour statutes and provision of safety and other necessary equipment to the labour/workforce engaged to remove the sludge and other wastes.

Flow of Work

Step 1: The SEEPZ SEZ Authority shall issue a letter of acceptance to the successful bidder along with the contract formats and seeks submission of performance security and advance deposit within the stipulated timeframe.

Step 2: Successful bidder submits the signed Contract Agreement along with the performance security and an advance deposit of Rupees Ten Lakhs (Rs. 10,00,000/-) within the stipulated timeframe.

Step 3: Successful bidder carries out field visit and submits the proposed date-wise schedule for removal of estimated quantity of sludge and other wastes.

Step 4: The estate manager issues authorization along with approval on the date wise schedule for the services to be carried out by the service provider.

Step 5: Successful bidder removes the sludge and other wastes, adhering to the SOP for removal of goods from SEZ as notified and due weighment of sludge and other wastes at weighbridge and record thereof. The empty vehicle will be weighed on the weighing bridge. Thereafter weighing will be done again after loading of the sludge and other wastes in vehicle. The difference in weighing will be considered as weight of sludge and other wastes. Weighing slip will be directly handed over by Weighing Bridge Manager to SEEPZ SEZ Authority Office/representative.

Step 6: The Estate Manager shall carry out billing as per the payment terms specified under SCC 6.2

Schedule of Work and Manpower Deployment Sector-Wise shall be as described in Section 5 – Activity Schedule.

Appendix B – Key Personnel

{Service Provider shall insert the Work Profile of the Contract Manager here}

Appendix C – Contractor’s Labour Regulations

{SEEPZ SEZ Contractor’s Labour Regulations have been uploaded on the SEEPZ Website. The same can be found accessed at the following link:

https://seepz.gov.in/uploads/1684406583646601370e3f0_Appendix%20C.pdf

Appendix D – SOP for Removal of Hazardous Waste

{SEEPZ SEZ SOP for Removal of Hazardous Waste has been uploaded on the SEEPZ Website. The same can be found accessed at the following link:

https://seepz.gov.in/uploads/16844063436466004708dc3_SOP.pdf }

Appendix E – Breakup of Offered Rate

{Service Provider shall insert the offered breakup of rate here}

Appendix F – Work Profile/CV of Contract Manager

{Service Provider shall insert the Work Profile/CV of the Contract Manager here}

Appendix G – Premise Maps

Section 9 – Contract Forms

1. Letter of Acceptance

{On Procuring Entity's Letterhead}

Date:

To: {Insert Name and Address of the Successful Bidder}

Subject: Letter of acceptance of your bid against tender ref. no.:

This is to notify you that your Bid dated [insert date of bid submitted by the bidder] for the execution of services titled "*Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters*" against Bid Invitation Ref. No. [insert Bid Ref. No.] is hereby accepted by the Procuring Entity for the Accepted Rates of Rs. [insert amount in numbers and words], as evaluated in accordance with the Instructions to Bidders.

You are requested to furnish the Performance Security amounting to Rs. 10 Lakhs in the form of a bank guarantee or a fixed deposit in favour of Pay & Accounts Officer, SEEPZ SEZ Authority within 15 days. In case the bidder chooses to submit a bank guarantee, the format for Performance Bank Guarantee given below shall be used. You are also required to submit the advance deposit of Rs. 10 Lakhs along with the performance security within the same timeframe.

Authorized Signature:

Name and Designation of Signatory:

Name of Procuring Entity:

2. Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (hereinafter referred as the "Procuring Entity") and, on the other hand, [name of Service Provider] (hereinafter called the "Service Provider").

WHEREAS

- a. the Procuring Entity has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- b. the Service Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract with an offer to pay for the sludge and other wastes at the rate of [insert accepted rate] per kg;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a. the Letter of Acceptance;
 - b. the Service Provider's Bid
 - c. the Special Conditions of Contract;
 - d. the General Conditions of Contract;
 - e. The following Appendices:
 - Appendix A: Schedule of Activities
 - Appendix B: Key Personnel
 - Appendix C: Contractor's Labour Regulations
 - Appendix D: SOP for Removal of Hazardous Waste
 - Appendix E: Breakup of Offered Rates
 - Appendix F: Work Profile of Contract Manager
 - Appendix G: Premise Maps
2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:

- a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- b) the Service Provider shall make payments to the Procuring Entity in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Procuring Entity]

[Authorized Representative]

For and on behalf of [name of Service Provider]

[Authorized Representative]

3. Performance Bank Guarantee Format

{The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated}

Beneficiary: SEEPZ SEZ Authority, Andheri (E), Mumbai 400096

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[insert name of Service Provider]* (hereinafter called "the Applicant") has been selected as a successful bidder as communicated in the Procuring Entity's Letter of Acceptance (LoA) dated *[insert date]*, for the Non-Consulting Services of ***Engagement of Contractor for Removal and Disposal of Sludge from Open & Closed Gutters, Sewerage/Drainage lines, Sewage Treatment Plant (STP) and Septic tanks in SEEPZ-SEZ premises & Residential Staff Quarters*** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of Rs. 10 Lakhs only (Rupees Ten Lakhs only), such sum being payable upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the 28th Day of July, 2024, and any demand for payment under it must be received by us at this office indicated above on or before that date.

[signature(s)]

[Official Seal]