



## **NOTICE INVITING TENDER**

### **Sub: Annual Maintenance Contract (AMC) for Security Equipments in SEEPZ-SEZ for the year 2020-21.**

Sealed Quotations are invited by the SEEPZ-SEZ Authority, an Autonomous Body under Office of the Development Commissioner, SEEPZ-SEZ, Ministry of Commerce & Industry, Govt. of India on behalf of the President of India for AMC of following security equipments for the year 2020-21 from the interested agencies.

Sr. No.	Description	No. of Items
1	Frame Metal Door Detector	09
2	Hand Metal Door Detector	10

### **I. PROCEDURE FOR SUBMISSION OF TENDER:**

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

Envelope 1 superscribed as "Technical Bid" should contain the documents required for technical eligibility as stated in **Annexure-A**.

Envelope 2 superscribed as "Financial Bid" should contain the bid value as stated in **Annexure-B**.

2. Both sealed envelopes should be submitted together in larger cover and superscribed as "Quotation for Annual Maintenance Contract of Security Equipments (Frame Metal Door Detector and Hand Metal Door Detector) in SEEPZ-SEZ" on the top of the envelope and address to "The Assistant Development Commissioner, O/o the Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai - 400096.
3. The sealed envelope mentioned above shall be submitted to Assistant Development Commissioner (Admin), SEEPZ-SEZ, Andheri (East), Mumbai, in person or through post/courier till **26/03/2020 up to 02:30 p.m.** under acknowledgement. The envelope received after stipulated date and time shall not be entertained.
4. The tender will be opened on **27/03/2020 at 04:00 p.m.** in presence of representative/s of the participated agencies.
5. Tender received late, unsealed and without superscription are liable to be rejected.

6. The tender shall be duly signed and complete in the printed form.
7. All corrections, additions and pasted slips should be initiated by the tenderer / bidder.
8. Incomplete, ambiguous and conditional quotations will not be entertained.

**II. TERMS & CONDITIONS:**

1. The successful bidders shall have to deposit @ 10% performance Security of the contract value.
2. If the complaint received from the SEEPZ-SEZ Authority, the same shall be attended on the day of the complaint, failing which a **penalty of Rs. 1000/- per day** will be applicable.
3. The interested bidders are requested to submit the quotation mentioning therein the price to be charged by them (**excluding GST**).
4. The Chairperson, SEEPZ-SEZ Authority reserves the right to accept or reject any or all quotations without assigning any reason.
5. The bidder should submit the certificate of authorization of the Authorized Signatory/ies. (applicable in case of the Association of Person/Company/Partnership agency)
6. In the event of the tender being submitted by an agency, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a Power of Attorney authorizing him to do so.
7. The Committee may, if so desired, relax/amend one or other conditions to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry, after submission of the bid, shall not be entertained.
8. **In case of the withdrawal of the quotation, the EMD will be forfeited.**

**III. PAYMENT SCHEDULE:**

1. Payment will be done on quarterly basis, after received satisfactory report from Security Section.

↓  
(Raju Kumar)

Asstt. Development Commissioner

No. SEEPZ-SEZ/ESTATE/MD/4/2018-19/04642

Date 05.03.2020

**Encl.:**

1. The format of Pre-Qualification/Technical bid is appended at "**Annexure-A**".
2. The format of quotation is appended at "**Annexure-B**".

## ANNEXURE – A

### (I) PRIMARY DETAILS :

1. Name of the Agency:
2. Office Address:
3. Telephone No/Mobile No.:
4. Fax No.:
5. E-mail address:

### (II) PRE-QUALIFICATION DETAILS :

1. Earnest Money Deposit in the form of bank draft of **Rs. 20,000/-** in favour of the "SEEPZ SEZ Authority Fund", payable at **Mumbai**.
2. Copy of GST Registration and PAN.
3. Copies of work orders obtained during last 05 years for providing relevant services.
4. Agency turnover should not be less than **Rs. 25.00 lakhs** per annum during last three years.
5. List of at least 10 clients covering Central Government / Central Government PSU / Government of Maharashtra/Government of Maharashtra Autonomous body/Industrial Area located in Maharashtra/Bank/Reputed Pvt. Agency covering Govt., Public and Private Sector Undertakings.
6. The agency should be of Mumbai / Greater Mumbai district. The bidder shall submit the documentary evidence to the effect such as Certificate of Incorporation, Certificate of Commencement of Business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity Bill or Telephone Bill etc.
7. Name of the responsible authorized representative of the agency.
8. An affidavit of Rs. 100/- duly Notarized stating following:-
  - 8.1 I/We have read the terms and conditions of tender notice and understood and accepted the same without deviation and shall comply with them strictly.
  - 8.2 M/s \_\_\_\_\_ has not been blacklisted by any Office of Central Govt./State Govt./Semi-Govt./Public Sector undertaking in the past.
  - 8.3 Neither I/We nor any employee of M/s \_\_\_\_\_ have criminal background nor convicted by any Court of Law till submission of the tender. Further, I/we assure that I/we will depute the representative/s from our agency who does not have any criminal background nor have been convicted by any Court of Law till the date of attending opening of tender (technical + financial bid).
  - 8.4 I/We shall not assign, transfer, pledge or sub contract the performance of services or part of services and shall further undertake to comply with the terms and conditions of the tender documents.

+

**“QUOTATION FORMAT”**

Sr. No.	Description	No. of Items	Quotation (in Rs.) (words as well as in figure)
1	Frame Metal Door Detector	09	
2	Hand Metal Door Detector	10	

**\*\* The quoted fee should be inclusive of all Expenses and exclusive of taxes. As, SEEPZ-SEZ Authority is exempted from the payment of all kind of taxes under Chapter II of SEZ Act, 2005 and subsequent Notification No. 18/2017 dated 5<sup>th</sup> July, 2017 issued by Ministry of Finance, Department of Revenue, Government of India.**

**COST ABSTRACT**

“Annual Maintenance Contract (AMC) for Security Equipments in SEEPZ-SEZ for the year 2019-20” Rupees \_\_\_\_\_ only.

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

**Signature of Authorized person  
with Agency seal**