



No. SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/Vol-I/

Dated 11.05.2020.

NOTICE INVITING TENDER

Sub: Tender Notice for “Annual maintenance (day to day civil / electrical / plumbing /carpentry /painting works) for all the buildings @ SEEPZ premises as well as SEEPZ staff colony”. [Building situated in SEEPZ-SEZ, Andheri (E), Mumbai]

SEALED TENDERS are invited in a two bid systems from the reputed and financially sound firms dealing with the supply of required category man power and procurement of required material for day to day repairing works for all the buildings in SEEPZ SEZ zone as well SEEPZ staff colony buildings. The firms which fulfill the following minimum criteria may only apply:-

- (i) The applicant should be registered with any of local PWD (GoM) / CPWD / MJP / RAILWAY / CIDCO Authorities.
- (ii) The applicant should be well familiar for day to day repairing work for buildings /roads/gutters etc .using the material as required for executing the particular work.
- (iii) The applicant should have min. 5 years of experience in Central Government / Central Government PSUs / Government of Maharashtra / Government of Maharashtra Autonomous Body and Private sector.
- (iv) The antecedents of persons deployed should be properly verified and their details (names, address, telephone nos., photograph) will have to be provided to this office.
- (v) The vendor firm having GST registration may only submit the Bid with the copy of Details of GST registration etc.

(II) IMPORTANT POINTS TO NOTE:

2.1	Cost of tender documents	Free of Cost.
2.2	Pre-Bid Conference	26.05.2020 at 11:00 hrs through Video Conference. Hence, interested parties are requested to submit their valid e-mail ID and mobile number at jdcseepz-mah@nic.in on or before 25.05.2020 till 17:00 hrs. to enable this office to conduct Video Conference successfully.
2.3	Last date of submission of duly filled in tender (in sealed condition)	01.06.2020 till 14:30 hrs. by post / courier / personally / through authorized representative under acknowledgement by ADC, Admin.

2.4	Date & Time of opening of tender documents	01.06.2020 at 15:30 hrs. in the Conference Hall of SEEPZ Service Centre at 2 nd floor, If possible.
2.5	Security Deposit/ Performance Guarantee Deposit (PGD)	Rs.10.00 lakhs only.
2.6	Earnest Money Deposit (EMD)	Rs. 10,000/-- (Rupees ten thousand only), refundable OR Exemption Certificate issued by MSME/NSIC.
2.7	The probable time period to complete the work.	12 (twelve) calendar months including monsoon.

(III) SCOPE OF WORK:

1. The SEEPZ-SEZ zone is spread about 110.00 acres of land in the heart of MUMBAI, i.e. in Andheri (E) near Jogeshwari - Vikkroli link road.
2. Many IT companies as well as Jewellery manufacturing units have established their 100% export business in the SEEPZ-SEZ premises.
3. At present the structural condition of the all SDF buildings are not up to the mark and needs to be attended to upgrade the building on top priority. The complaints of the unit holders are mainly about the seepage of rain water from the external wall surface. The rain water leakages are observed through the damaged parapet walls @ terrace level. The external/internal wall surface of the lift room as well as staircase cabin are also in damaged condition and needs to be attended on top priority to avoid the unwanted incidents. The existing G.I. water supply distribution lines are also rusted and needs to be replaced with new one to stop the leakage and to avoid the wastage of water. The drainage outlet pipes in the duct portion of building are also damaged and needs to be replaced by new one.

The existing damaged aluminum window is to be replaced by new one. The damaged flooring at the staircase cabin as well as the traders & risers of the steps are to be replaced by new granite stone riser and trader. It is mandatory to keep the record of old work & new work, by taking actual site before and after photos in color and as per the time to time instructions of Engineer in charge and the concern officer of SEEPZ-SEZ authority. The successful bidder has to maintain the register for the labours engaged showing the daily progress report. The successful bidder has to also to maintain the work progress register as per the instructions of SEEPZ-SEZ authority, in which work performed by each person will be recorded on daily basis, every evening, along with photographs. A website is proposed to be created for login and updation of such information. Each and every item shall be executed considering the labour safety and quality. The successful bidder has to engage full time & responsible site Engineer to supervise the work.

4. The tender covers all above items to be executed for all SDF buildings / G & J Complex buildings as well as SEEPZ staff colony buildings.

The successful bidder has to work as per the following guide lines/term/& conditions.

- (a) The selected agency shall be financial sound and shall be well capable to monitor all required civil as well as electrical works in the SEEPZ premises & SEEPZ staff quarters.
- (b) The temporary arrangement for allotment of office space to the successful bidder will be done by the SEEPZ authority at suitable location in the SEEPZ premises, till the validation of tender period @ free of cost, along with the PC & printer.
- (c) The intercom facility at the office space will be provided by the SEEPZ authority.
- (d) The agency has to engage the certain qualified staff as mentioned in the financial bid.
- (e) Agency shall provide staff, as mentioned in Annexure-II i.e. Supervisor (one), Mason (three), Carpenter (one), Electrician (one), Plumber (one), Painter (one) and 5 Semi Skilled Helpers to assist them and 4 unskilled sweepers for cleaning of sewer line chock up and any other similar work.
- (f) All above staff shall remain stationed in SEEPZ-SEZ every day, from Monday to Saturday and available on a phone call and shall also attend any work assigned to them by any team/officials through SEEPZ Facilitation Module.
- (g) Supervisor/Agency shall ensure arrangements of additional staff within one day in order to complete any work assigned to them which is beyond the capacity of regular persons posted. The agency shall conduct all types of works regarding the Zone/Residential Complex including the common area like footpath, surrounding of buildings, office area, Gates, Garden etc. The Supervisor/Agency shall make an estimate a number of persons to be employed for a particular work and quantity & quality of the material to be utilized in that work and shall get Committee's approval before purchasing/procuring such material and employing such number of persons. It will be duty of the supervisor/agency to take photograph of every work to be done for pre and post stages of the work and to submit / upload on daily basis, besides submitting monthly bills with approval of Committee for reimbursement of the amount.
- (h) Any delay of more than two days in attending any assigned work, the agency shall be penalized Rs. 5000/- per day for the number of delayed days. Agency shall be responsible to clear all the debris/wastages arising during the assigned work and shall remove the same from the SEEPZ-SEZ by following all the Rules and Regulations of the existing Local Bodies. Cost for such clearances shall be borne by the agency alone. The Agency shall provide uniform to the employees working inside the SEEPZ-SEZ carrying the Name of the agency, so that the said employees are easily identified by anyone.
- (i) It is expected that, the agency shall execute all the required jobs through the staff deployed.
- (j) If, for the particular work, the additional man power is required , the agency shall make arrangement for the same for which additional /extra rate will be paid by the SEEPZ authority subject to the prior intimation and approval of the committee formed by the SEEPZ SEZ authority for this specific work.
- (k) The required material for execution of specified work shall be purchased by the agency from the specified vendors from local market who will be selected on the basis of quotations, at his own cost subject to prior intimation and approval of the committee.



- (l) The re-imburement of the material purchased by the agency will be done by the SEEPZ authority on monthly basis as per the recommendation of committee, after assessment on site and depending on usage.
- (m) Bill will be paid on monthly basis as per the recommendation of committee.
- (n) In any dispute matter, the decision of the chair person of SEEPZ-SEZ authority will be final.
5. The safety of labour is the sole responsibility of the successful bidder. The bidder has to follow the time to time instructions of the officers of SEEPZ-SEZ authority while executing the work. He has also to follow the security procedure of SEEPZ-SEZ authority, and also abide by all the rules and regulations pertaining to Labour Laws, payment of wages, safety of workmen etc.

(IV) PROCEDURE FOR SUBMISSION OF TENDER:

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


Both sealed envelopes (technical bid + financial bid) should be submitted together in a larger cover with super scribing at the top as “**Tender for “Annual maintenance (day to day civil / electrical / plumbing /carpentry /painting works) for all the buildings @ SEEPZ premises as well as SEEPZ staff colony”**”, and addressing to “The Assistant Development Commissioner (Admin), Office of the Development Commissioner, SEEPZ-SEZ, Andheri (East), Mumbai – 400 096.

2. The sealed larger cover mentioned at above, will be received in this office up to **14:30 p.m.** on **01.06.2020** by post / courier / personally / through authorized representative under acknowledgement by ADC, Admin.
3. Tender received late/ unsealed and without superscription are liable to be rejected.
4. Tender documents (technical bid) shall be duly signed along with seal of the company / agency and complete in the printed form.
5. Every correction / deletion / addition / overwriting / slip pasted shall be signed by the bidder.
6. Incomplete, ambiguous and conditional tenders will not be entertained.
7. The applicant shall submit the certificate of authorization of the Authorized Signatory/ (applicable in case of the association of person / company / partnership firm).
8. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner. It shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.

9. The applicant should quote the rates in words as well as in figures. If the rates quoted in words, differ from the rate quoted in figures, the lower of the two will be taken as correct rate.
10. The applicant may represent themselves personally or through authorized representative, if any, at the time of opening of tender. In case of authorized representative, authority letter shall be submitted to the Tender Opening Committee at the time of opening of tender.
11. The committee may, if so desire relax / amend one or other condition/s to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry after submission of the bid shall not be entertained.
12. The technical competence / infrastructure facilities of the Entities will be ascertained before selection.
13. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time / stage, without assigning any reason/s whatsoever, and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
14. Incomplete bid (technical + financial as per annexure II & annexure III) / laps of any required documents as per **Annexure – I**, will be rejected and no representation in this regard will be entertained.
15. In case of withdrawal of the bid, the EMD will be forfeited.

(V) **OPENING OF TENDER:**

1. The Envelop – 1 (Technical Bid) will be opened at **15:30 p.m.** on **01.06.2020** in the Conference Hall, Office of the Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai in the presence of the bidders and or authorized representative(s) who may like to be present before the tender opening committee, so authorized.
2. Date and time for opening of Envelop – 2 (Financial Bid) will be intimated to the successful bidders at the time of opening of Envelop – 1.


(Keshav S. Jadhav)
Asstt. Development Commissioner/
Estate Manager
SEEPZ SEZ Authority

**Hindi version will follow.*

OTHER TERMS AND CONDITIONS


1. The successful bidder should conduct the police verification of their authorized employees before entry into the SEEPZ-SEZ premises and the same should be made available to the office as and when required and demanded by the Estate Manager, SEEPZ SEZ Authority.
2. The successful bidder shall complete the work within the stipulated completion date as mentioned in the tender agreement, failing which the penalty of Rs. 500/- per day shall be imposed.
3. The successful bidder shall carry out their work as per the scope of work failing which the same will be treated as breach of contract and in that case the SEEPZ-SEZ Authority will have the right to cancel / terminate the contract without assigning any reason and EMD amount will be forfeited. No representation will be entertained in this regard.
4. The successful bidder shall ensure to keep the surrounding of the plant neat and tidy in accordance with the guidelines provided by SEEPZ-SEZ Authority to meet the requirement of "Swatchh Bharat Abhiyan" campaign. Necessary measures shall be taken to avoid foul smell in the surroundings.
5. The successful bidder shall keep First Aid Kit at site.
6. The SEEPZ-SEZ Authority shall not be responsible for payment of wages and / or any other emoluments to the workers / employees of the successful bidder, so deployed. The successful bidder shall at all time keep the authority indemnified against any claim from its workers / employees in this regard. The successful bidder is solely responsible for making statutory compliances with Govt. in respect of deployed manpower by them in work.
7. Any loss / damage sustained to the SEEPZ-SEZ Authority due to any act or omission on the part of the successful bidder or his workers / employees, will have to be made good to the SEEPZ-SEZ Authority by the successful bidder.
8. The successful bidder and his workers / employees shall comply with all the statutory rules and regulations including the Labour Laws and the guidelines issued by the SEEPZ-SEZ Authority from time to time and further ensure that they will have the valid gate passes and to maintain the discipline during the working hours.
9. **Billing** – SEEPZ-SEZ Authority shall endeavor to make payment within a month after receiving the bill from the contractor. **The contractor shall submit the typed copy of the bill in duplicate along with the detailed measurements/disruption accompanied by photographs of the item. The reimbursement of the amount required for the purpose of purchasing the required material will be paid by the SEEPZ-SEZ authority subject to the certification of the committee for the bill / quantity & quality of material purchased by the successful bidder.**

10. The tender is not transferable. The successful bidder shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations under the tender notice.
11. The successfully bidder shall have to submit the acceptance of terms & conditions stipulated herein along with the Security Deposit of Rs.10.00 lacks only within 07 working days from the date of award of contract by way of Demand Draft / Pay Order drawn in favor of "SEEPZ-SEZ Authority Fund" payable at Mumbai.
12. The EMD submitted by the successful bidder shall be released after compliance of condition no. 11 mentioned above.
13. Non-compliance to condition no. 11 shall result into cancellation of work order and shall also result into forfeiture of EMD of the successful bidder.
14. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement.
15. If the services of the successful bidder are not found to be satisfactory, the SEEPZ-SEZ Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons, with one week notice period.
16. On termination or cancellation of contract, the successful bidder shall not be entitled for any sum or sums, whatsoever, from the SEEPZ-SEZ Authority by way of compensation, damages or otherwise.
17. SEEPZ-SEZ authority reserve the right to cancel the whole tender or part thereof without assigning any reason whatsoever, with one week notice period.
18. In case of any dispute arising between during currency of the contract/work order, the parties shall try to amicably settle and resolve the same. In the event, where such dispute, differences, non-compliance or non-payment cannot be mutually resolved within a reasonable time, the same shall be referred to an Arbitral Tribunal comprising of a Sole Arbitrator under the Arbitration and Conciliation Act, 1996 or any other law prevailing for the time being in force. The appointment of the Sole Arbitrator will be subject to mutual discussion/consent of both the parties, whose decision shall be final and binding on both the parties hereto. If the parties fail to appoint the Sole Arbitrator then such Arbitrator shall be nominated by the Hon'ble Bombay High Court under provisions of the Arbitration and Conciliation Act, 1996. The Arbitration proceedings shall be held in Mumbai and shall be conducted in English language. The Arbitral Proceedings and the Arbitral Award shall be governed by the provisions of the Arbitration and Conciliation Act, 1996.
19. The contractor/successful bidder will be required to sign a written agreement before the initiation of the Contract. The Agreement once signed shall be deemed to be an agreement between two principal employers. The agreement shall be one for services and not of services.



DOCUMENTS TO BE SUBMITTED AS TECHNICAL BID

1. Earnest Money Deposit (EMD) of Rs. 10,000.00 (Rupees ten thousand only) in the form of Demand Draft / Pay Order drawn from any Nationalized / Scheduled Bank in favor of “SEEPZ Special Economic Zone Authority Fund” payable at Mumbai OR Exemption Certificate issued by MSME/NSIC.
2. Copy of registration with the local PWD (GoM)/RAILWAY/MJP /CIDCO/CPWD authorities.
3. The applicant should be well familiar for day to day repairing work for buildings /roads/gutters etc .using the material as required for executing the particular work.
4. Copy of PAN & GST registration certificate.
5. Copies of Income Tax Return for last three preceding years.
6. Bidder should be situated in Mumbai. In this regard, submit telephone/electricity bill/copy of agreement, if any.
7. Applicant must have 05 years of experience in relevant field. In this connection, copies of similar type of Work Orders issued by Central Government / Central Government PSUs / Government of Maharashtra / Government of Maharashtra Autonomous Body or private sector to the applicant must be submitted. The documentary evidence for executing the similar type of work costing minimum Rs.20.00 lacks during last five years shall also be submitted.
8. Applicant have to submit an affidavit on Rs. 100/- non judicial stamp paper duly notarized and stating following:
 - 8.1 I/We have read the terms and conditions of tender notice and understood and accepted the same without deviation.
 - 8.2 M/s _____ has not been blacklisted by any Office of 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 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.

 ****All above documents mentioned at Sr. No. 2 to 8 shall be signed with company / agency stamp. Without attesting the documents, the bid will be rejected.***

FINANCIAL BID FORMAT

Subject: Annual maintenance (day to day civil/electrical works) for all the buildings @ SEEPZ premises as well as SEEPZ staff colony.

(A) Details of the requirement of staff (Financial Bid)-

Sr. No.	Description of category of staff.	Required man power in Nos.	Unit	Rate to be quoted by bidder	Amount in Rs.
1	Qualified supervisor	1.00	Per Nos/per month.		
2	Skilled mason	3.00	Per Nos/per month.		
3	Skilled carpenter	1.00	Per Nos/per month.		
4	Skilled electrician	1.00	Per Nos/per month.		
5	Skilled plumber	1.00	Per Nos/per month.		
6	Skilled painter	1.00	Per Nos/per month.		
7	Semi-skilled helpers to assist, mason, carpenter, electrician, plumber & painter.	5.00	Per Nos/per month.		
8	Un skilled sweepers for cleaning of sewer line chock up and other work.	4.00	Per Nos/per month.		

Date: _____

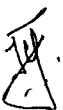
Signature of the bidder with seal

NAME OF BIDDER _____

DESIGNATION OF BIDDER _____

ADDRESS _____

***In addition to above financial bid, the bidder has to quote the rates per day per person for the supply of additional manpower required for specific work as per requirement which is time bound.**



FINANCIAL BID FORMAT

(B) Details of the requirement of ADDITIONAL staff (Financial Bid)-

Sr. No.	Description of category of staff.	Required man power in Nos.	Unit	Rate to be quoted by bidder	Amount in Rs.
1	Skilled mason	1.00	Per Nos/per day.		
2	Skilled carpenter	1.00	Per Nos.		
3	Skilled electrician	1.00	Per Nos.		
4	Skilled plumber	1.00	Per Nos.		
5	Skilled painter	1.00	Per Nos.		
6	Semi-skilled Helpers	5.00	Per Nos.		
7	Un skilled Sweepers	4.00	Per Nos/per month.		

Date: _____

Signature of the bidder with seal

NAME OF BIDDER _____

DESIGNATION OF BIDDER _____

ADDRESS _____

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Date: _____

Name & signature of the bidder with company seal