



SEEPZ-SEZ AUTHORITY

**REQUEST FOR EXPRESSION OF INTEREST (REoI)
cum TERMS OF REFERENCE (ToR)**

For Providing

Security Consultancy Services of SEEPZ, Mumbai

Tender Ref. No. E-OPT-12/110/2022-EO

Date of publishing the REoI:	27/07/2022; 1800 hrs
Deadline for submission of EoI:	18/08/2022; 1800 hrs
Category of procurement:	Consulting Services – Firms
Duration of the Assignment:	12 months
Method of selection of consultant:	Quality and Cost Based System (QCBS)

ISSUING AUTHORITY: Development Commissioner, 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: 022-28294728/28294790 (From 9:30 A.M. to 6:00 P.M.)

1. Background& Objectives

Santacruz Electronics Export Processing Zone (SEEPZ) is a Special Economic Zone in Mumbai, India with a geographical spread of nearly 110 Acres with 9 major buildings (and other private buildings built by units on leased plots) with multiple private buildings (approximately 4 Lakh square feet of space). There are a total of 71 buildings with total area of 4,21,105.00 sq. meter inside SEEPZ, SEZ premises of 110 acres area. SEEPZ area accommodates 443 units with a daily footfall of around 80,000 employees. The Security systems at SEEPZ SEZ need upgradation to benchmark as state of art Security Management System. In order to achieve this benchmark Security Consultancy Services is to be on-boarded.

The core objective of engaging a security management consulting firm for this assignment is to bring in the necessary domain knowledge, experience and institutional expertise to make SEEPZ a safe and secure working place as true gateway to global markets.

The responsibilities will include assessing potential security threats or breaches, and creating contingency plans for when breaches occur. It is imperative for the security consultant to have excellent attention to detail as well as strong strategic planning skills, great communication and interpersonal skills, as well as top-notch technical skills. Inspection and review of the current security systems for upgrades and provide a plan of action with recommendations and cost estimates to provide security upgrades. Based on these findings, the Consultancy shall recommend the improvements based on security compliances. All required and recommended improvements shall have associated costs. The costs shall be all inclusive and shall include construction costs, contingencies, allowances and permit fees. Refer Terms of Reference (Annexure 3) document for scope of work.

The consultancy shall be engaged initially for duration of 12 months.

2. Eligibility Criteria

In order to be eligible for participating in this procurement, the bidder-

SN	Eligibility Criteria	Supporting Documents (to be Included in the EoI)
1	Must be registered with the appropriate government authority as a pvt.ltd. company / ltd. company / LLP and shall be in the consulting services business for at least 5 years.	Copy of the incorporation / registration certificate clearly indicating the nature of business.
2	Must possess a valid GSTN and PAN	Copies of GSTN, PAN
3	Must have a turnover of at least Rs. 25 lakhs in each of the last 3 financial years, i.e. FY2018-2019, FY2019-2020 and FY2020-2021.	Audited financial statements for the past 3 financial years. Provisional statement shall be accepted in lieu of audited FS only for FY2020-21.
4	Must have completed A. At least 5 projects comprising security systems audit of large government/private premises with at least 5 lakh sq. ft. built up area; and B. Involving project management of supply and deployment of security manpower, installation and operation of security access management systems for government / private clients.	Summary of relevant experiences Completion certificates issued by the clients clearly mentioning the name of the assignment, scope of work, area of the campus, value of the contract, etc. In case the scope of work is not elaborated / area of the campus is not mentioned in the completion certificate, corresponding contract agreement may be submitted.
5	Must not be presently debarred / blacklisted by any procuring entity under the central government including PSUs and autonomous entities or by state governments or by multilateral agencies such as The World Bank, Asian Development Bank, etc.	Self-declaration of not having been debarred / blacklisted by any of the entities mentioned in this criterion at present.
6	Must have ISO 9001 Certification.	Copy of Certificate.

3. Selection Procedure

- a. The procedure for selection of consultancy shall be as detailed under the 'Manual for Procurement of Consulting Services, 2017' issued by the Ministry of Finance.
 - b. The Request for Proposals (RfP) shall be issued only to the bidders shortlisted after EoI evaluation. The shortlist comprising up to 8 bidders shall be prepared based on assessment of eligibility and relevance of bidders' past experience. Decision of the SEEPZ SEZ Authority in this regard shall be binding on all participating bidders.
 - c. Selection of a consultancy from among the shortlisted firms shall be made using the QCBS method. More details regarding the evaluation criteria and weightages for technical and financial scores etc. shall be provided in the RfP document.
4. More details regarding the scope of work, key expert requirements and other details pertaining to the nature of consulting assignment can be found in the draft Terms of Reference document uploaded with this REoI. It may be noted that these details are neither exhaustive nor final. The final ToR shall be included in the RfP document which shall be issued to the shortlisted consultants.
 5. Bidders may upload their specific feedback and suggestions regarding the draft ToR along with their EoIs. SEEPZ SEZ Authority may consider the suggestions vis-à-vis its requirements but will not be bound to accept any suggestion received.
 6. For any further queries, bidders are requested to use 'seek clarifications' feature on the e-procurement portal.
 7. The EoIs should be submitted along with duly filled Annexure I & II through **e-procurement portal (<https://eprocure.gov.in/eprocure/app>) only**. EoIs submitted through any other means shall not be admissible. The deadline for submission of EoIs is 1800 hrs on 18th August 2022.


Development Commissioner,
SEEPZ- SEZ

ANNEXURE I – EoI Submission Form(To be printed on Bidder’s letterhead)

To,

Assistant Development Commissioner,
Office of the Development Commissioner,
SEEPZ, SEZ,
Ministry of Commerce and Industries
Government of India
Andheri (East), Mumbai 400096

Ref: Your Request for Expression of Interest (REoI) For Providing Security Consultancy Services of SEEPZ, Mumbai dated 27/07/2022

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the REoI (including Addenda issued).
2. If we are shortlisted and issued an RfP, we commit to submit technical and financial proposals in response to the RfP, adhering to the requirements stipulated therein.
3. We also declare that Government of India or any other State Government or public Sector Unit in the nature of an autonomous body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
4. We also accept all the terms and conditions of this REoI and undertake to abide by them, including the condition that you are not bound to shortlist us or any other firm submitting their EoI in response to your Request for EoIs.

Yours sincerely,

Authorized Signatory

(Authorization for signing on behalf of the bidding company to be attached)

Full Name and Designation

ANNEXURE II - Checklist for Eol Submission

SN	Particulars	Submitted (Y/N) If submitted, provide page number	Remarks
1	Eol submission form		
2	Incorporation / Registration Certificate		
3	Compliance Certificates		
4	Copy of GST Registration Certificate		
5	Copy of PAN Card		
6	Audited financial statements for past 3 financial years		
7	Summary of relevant experiences		
8	Completion certificates / contract agreements for past projects		
9	Self-declaration of not having been debarred by stipulated entities at present		
10	Copy of ISO 9001 Certificate		
11	Details of qualified key personnel engaged by the consultancy		

Notes:

1. Please include duly filled checklist as the first page of your Eol submission.
2. Please organize your Eol document in the same sequence as mentioned in the table above.
3. Ensure that all the pages in the Eol document are readable failing which the unreadable pages shall not be considered in Eol evaluation.