



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD

(A Govt. of Gujarat Enterprise)

CIN :L14100GJ1963SGC001206

GST :24AAACG7987P1ZT

e-TENDER NO. : 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022

Annual Rate Contract for a period of one year
for work of Up keeping , Cleaning and Housekeeping of township premises
located at 2x125 MW Akrimota Thermal Power Station , at Village Nani Cheer ,
Tal: Lakhpat , Dist- Kutchh

Quality & Cost Based Selection (QCBS)

TECHNICAL BID-I

**Khanij Bhavan, Near University Ground, 132 feet Ring Road
Vastrapur, Ahmedabad-380 052**

Phone : (079) 27913200, 27913501 Fax No : (079) 27911540

Email: civil@gmdcltd.com Website: www.gmdcltd.com



NOTICE INVITING TENDER

GMDC invites Request for proposal (RFP) through online e-Tender from reputed contractors for work of Annual Rate Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh.

| Sr.no | Description | Details |
|--------------|---|--|
| 1 | e-Tender No. | 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022 |
| 2 | Name of Work | Work of Annual Rate Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh. |
| 3. | Location of the Project | At Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh. . |
| 4 | Total Estimated Cost | Rs. 41,81,929/- |
| 5 | Tender processing fee (Non Refundable) | Rs: 1770/--- by D.D.-DD should be in favour of 'GMDC Ltd' , payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank) in the form and manner acceptable to the GMDC. Note: Tender processing fee is including GST. Bidder should mentioned their GST number in forwarding letter. |
| 6. | Earnest Money | Rs: 41,900/-- -By D.D. DD should be drawn in favour of 'GMDC Ltd' , payable at Ahmedabad of Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank)in the form and manner acceptable to the GMDC. It is to be enclosed along with technical bid only; failing which tender will not be considered as a valid tender. NOTE: EMD submitted by way of any other instrument other than DD and /or for an amount less than the prescribed amount , the bid will be summarily rejected. |
| 7. | Security Deposit | 5 % of contract value (including EMD) in form of D.D. DD should be drawn in favour of 'GMDC Ltd' , payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank) It should be submitted within 15 days from the date of issuance of LOI. |



| | | |
|----|---|--|
| 8 | Retention Money | Retention money deposit will be deducted from every RA bill @ 5 % of the value of the work amount, which will be released with in two months from completion of the work. |
| 9 | Contract Period | 12 Months |
| 10 | Last Date and time for Downloading of Tender document. | Dt- 16/11/2022 up to 18.00 hours (as mentioned in tender details of (n) procure) |
| 11 | Last date and time for On line submission of tender. | Dt- 16 /11/2022 up to 18.00 hours (as mentioned in tender details of (n) procure) |
| 12 | Last date for Submission of Tender processing fee, EMD and Supporting doc. for Tech. bid during office hours in person. | Dt- 17 /11 /2022 up to 18.00 hours (as mentioned in tender details of (n) procure) Note: The tender documents submitted after due date will be not considered for scrutiny and outright rejected. |
| 13 | Date and time for opening of Technical bid | Dt- 18 /11 /2022 up to 18.00 hours (as mentioned in tender details of (n) procure) |
| 14 | Presentation by the Technically qualified bidders | Technically qualified bidders would be informed about making a presentation . The date , time and venue for the presentation will be informed later on to the technically qualified bidder through mail. |
| 15 | Validity of Offer | 120 days after opening of Price bid |

1. **In case of any discrepancy, the tender notice (NIT- Notice Inviting Tender) published on website "nprocure.com" shall prevail.**
2. GMDC reserves the right to cancel the tender at any stage of tender process or reject any or all the tenders without assigning any reason thereof. GMDC reserves the right to split the work between more than one bidder.
3. Tender received without Tender processing fee and E.M.D. will be summarily rejected.
4. The bidder shall have to enclose the D.D. of Tender processing fee and E.M.D. amount in the sealed technical bid cover without fail. If demand drafts are not enclosed in the sealed technical bid cover then the tender will not be considered for scrutiny and will be summarily rejected.



5. Bidder registered either in DGS & D, SSI, and NSIC or in the Central/ State Govt. or Central / State Govt. undertaking is not exempted by GMDC for paying EMD, Security Deposit , Tender Processing fee etc. As well as no price preferences over the quoted rate will be considered.
6. Tender is in three bid system, i.e. PQ bid, Technical Bid and Price Bid. First the PQ bid and Technical bid will be opened .The same will be scrutinized by the GMDC and price bid will be opened only for those bidders, who qualify themselves in Technical bid.
7. The bidder is required to quote the rate strictly as per the terms and conditions mentioned in the Tender document. The conditional tender or tender submitted for part items will not be considered and shall be liable for outright rejection. If for any item, rates are not quoted or quoted with 'zero' then tender of same bidder shall be summarily rejected.
8. It is advisable to visit and inspect the location of work where work is required to be executed . Bidder has also to understand feasibility and other factors of works which will be related to and may affect the works before quoting the rates. After that nothing will be taken in consideration
9. The tender documents submitted after due date shall not be considered for scrutiny and shall be summarily rejected. No claim whatsoever in nature shall be entertained by GMDC in this regard.
10. Tenders will be considered only of those bidders having Provident Fund Number received from Regional Provident Fund Commissioner's office, GST no. and permanent Account Number of Income Tax and qualified as per Pre qualification criteria/bid.
11. Tender documents are only available in Electronic form. The bidder should submit all the forms electronically only.
12. Bidders who wish to participate in this tender will have to register on <https://gmdc.nprocure.com> . Further bidders who wish to participate in online tenders will have to procure Digital Certificate as per information technology Act 2000 using which they can sign their electronic bids. Bidder can procure the same from (n) code solution- a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India and they will assist them in procuring the same at below mentioned address. Bidders who already have a valid Digital certificate need not procure a new Digital Certificate.

(n) Code Solution

A division of GNFC

304, GNFC Infotower, Bodakdev,

Sarkhej- Gandhinagar highway,

Ahmedabad- 380 054

Toll Free- 1-800-419-4632

Fax: =91 79 40007533, E-mail: nprocure@ncode.in

Sr. Manager [Civil]

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

(A Govt. of Gujarat Enterprise)

KhanijBhavan, Near University Ground, 132 feet Ring Road,

Vastrapur, Ahmedabad-380 052

Phone: (079) 27913200, 27913501 Fax No: (079) 27911454 **Website www.gmdcltd.com**



INTRODUCTION

M/s. Gujarat Mineral Development Corporation Limited, Ahmedabad (hereinafter referred to as GMDC invites Request for Proposal (RFP) document for selection and appointment of contractor through a Quality and Cost Based Selection (QCBS) process through e- tender from experienced and financially sound contractor, who are in the field of Housekeeping, cleaning and up keeping works etc of the township, Govt . offices , institutional buildings , Public buildings etc. . It is in three bid system . Part I , II & III Part I – Preliminary Bid, Part II Technical bid and Part III - Price Bid, at Khanij Bhavan, 132 Ft Ring Road, Nr. University Ground, Vastrapur, Ahmedabad 380 052.

Name of Work: Annual Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises at GMDC Akrimota Thermal Power Station, Village- Nani Chher , Tal: lakhpat, Dist- Kutch.

Project Details :

| | |
|--|--|
| 2x125 MW AkriMota Thermal power Station(ATPS) Location: Village: NaniChher , Tal: lakhpat, Dist: Kutchh-370 602 Ph- 02839- 251001 to 05 E mail- atps@gmdcltd.com | Nearest town- Bhuj 160 Kms. (Approx) Nearest railway station- Bhuj 160 Kms. (Approx) Nearest Port Kandla (220 Kms) Nearest Airport- Bhuj 160 Kms. (Approx) Access Roads- National Highway no- 8 A to Gandhidham connects Bhuj. State Highway no-45 connects Bhuj to ATPS |
|--|--|

The total estimated cost of proposed work is Rs. 41,81,929/-- which includes cost of all materials , consumables, man power, tools, tackles mobilization , de mobilization , safety measures, all taxes etc. (excluding GST) to complete the work in all respect.

The selection process would be Quality and Cost based selection (QCBS) . Bidder shall have to qualify as per qualification criteria of Form- A of Technical Bid-I of this tender document for the work under reference. Bidder shall submit the required supporting documents relevant to qualification criteria for technical evaluation of the bid.



Tender work is executed in township premises which has approximate 45 Hector area and following are the list of the List of the buildings available in GMDC township premises :

1. Residential colony campus (45 Hector area including all structures) this includes A type-4 nos., B type-24 nos., C type-106 nos., D type-144 nos.
2. Labours Quarters 72 nos. and other buildings.
3. Builtup areas: A type-218 M², B type-140 M², C type-101 M², D type-88 M². Bidder has to inspect the other structures like Hostel, Hospital, School, Club house, Shopping center, community hall, ETP, substation & OHT premises etc for to get the details. However some details of above structures are provided below
2. Colony road Approximate 5000 Rmt including footpath.

Road details:

| Width in MTR. | Approx. Length in MTR. |
|---------------|------------------------|
| 12.0 | 1000 |
| 7.5 | 550 |
| 6.0 | 1100 |
| 4.5 | 2350 |

3. VIP Guest House – 1 No. (Built up Area: G.F. 2630 M², F.F. 1110 M², open area with paver flooring 1450 M²) having about 38 to 40 nos. of toilets.
4. Hostel-1 No. having 56 rooms: at Ground floor & first floor each 28 rooms with dining hall and other related structures of Hostel. Built up at area G.F. 2500 M², at F.F. 1875 M² having about 56 to 60 toilets.
5. Club House-1 No. Built up area ground floor 1325 M² having about 13 toilets/ washroom
6. Hospital -1 No. Built up area ground floor 1250 M² having about 8 toilets / washroom
7. School – 1 No. Built up area ground floor 2500 M² having about 9 toilets/ washroom
8. Shopping center- 1 No. Built up area ground floor 825 M² and open area with paved 1350 M² having 1 No. toilet.
9. Multi Purpose Hall – 1 No. Built up area 900 M² having 10 nos. of toilets/ washroom
10. Community Center – 1 No. Built up area 600 M² having 6 nos. of toilets/ washroom
11. Electric Sub station – 1 No. Built up area 280 M² having 1 nos. of toilets/v
12. Over head & under ground Tank and its surrounding premises
13. Storm water drains (Covered) – 1.0 M wide x 1.25 M depth-Approx. 500 Rmt, 0.75 x 1.0 M --



250 Rmt. However actual length may be collected from site.

14. Culvert: 1200 mm dia pipe-Approx. 275 RMT, 900 mm dia pipeculvert-Approx.275 Rmt. (Total about 15 numbers of culverts)

Brief Scope Of work

Up keeping, cleaning and Housekeeping works of colony campus , Common buildings, vacant quarters other open areas , cleaning of water tanks of quarters and other buildings, Door to door collection and transportation of garbage from Colony and Plant area , complete up keeping drainage/ sewerage system, Operation of water distribution and Effluent treatment plan, , by applicable Methodology for different Items of works and frequencies as per BOQ as mentioned in Tender document .

The scope of work also includes maintaining dust free/odorless environment of all the buildings premises by keeping all floor area, corners, walls, glasses, ceiling, partitions, windows, doors, toilets, staircases, railing and its posts, passages, terraces, porches, corridors, chajjas, cantilever slabs, rain water pipe etc of all the buildings & quarters with materials and consumables etc to the satisfaction. Before quoting the rates bidder is requested to visit the project and get himself acquainted with surrounding working atmosphere and other related factors of the subject tender work.

For carry out this work contractor will deploy sufficient required manpower as well as to deploy supervisor to carry out day-to-day supervision as per satisfaction of Engineer in charge.



Chapter I

INSTRUCTIONS TO THE BIDDERS:

Bidders are advised to read the instructions, evaluation norms and other terms and conditions described in these documents under different Chapters carefully before submitting their offer. In case of any doubt they may contact Sr. Manager (Civil) at the head office of the GMDC at Ahmedabad.

THE TENDER & THE OFFER:

It is a three-bid system. The bid is required to be submitted on line at <https://www.nprocure.com> by the date and time prescribed in the tender notice as under:

Part – I Preliminary Bid

The DD details to be mentioned in on line where as tender processing fee and EMD to be submitted physically as per tender notice at GMDC , Ahmedabad office.

Part - II Technical bid

Technical bid documents are to be submitted on line. However, the documents required to be submitted in support of experience, financial position, status of the bidder, machinery and equipment owned by the bidders etc. as well as tender processing fee and EMD in the desired form shall be placed in sealed cover super-scribed "TECHNICAL BID, Tender No. , and Name of work", should be submitted separately at Corporate Office, Ahmedabad before stipulated time. During scrutiny of the Technical bid, if any shortfall details/ documents are observed , the same may be asked by mail or other means , then the same will have to be submitted within due date and time, otherwise bid will not be considered for further evaluation .

Part – III Price-bid

- To be submitted only on line before the stipulated time.

Opening of bids

- a. **Preliminary bids will be opened after verification of receipt of payment towards Tender processing fee and EMD.**
- b. On verification of the supporting documents, technical qualification, the qualified bidders will be communicated the date and time of on line opening of price bids by fax or telephone or email. However, all the bidders will be able view the price bids online.



Bidder shall have to qualify as per qualification criteria of this tender document for the work under reference. Bidder shall submit the required supporting documents relevant to qualification criteria for technical evaluation of the bid.

Tender Documents are uploaded on website of (n)procure and GMDC.

If required, inspection visit will be made by GMDC for job of Up keeping , Housekeeping work executed by the bidder.

If two agencies become L1, than the preference will be given to the bidder who have higher average annual turn over of last five financial years ended on 31/3/2022.

Decision of the GMDC regarding pre- qualification based on the documents furnished by the bidders will be final and binding to all the bidders and no correspondence will be entertained from any of the bidders in this regard.

GMDC is entitled to ask the contractor to discontinue any work which does not meet the expected and/or specified standards and for which no compensation shall be payable to the contractor .

The successful Bidder will have to enter into an agreement with the GMDC on a non judicial stamp paper of Rs.300/- to be provided by the successful Bidder in the form approved by the GMDC covering all terms and conditions interlaid that are advertised and stated in this tender form and those which may be agreed upon by both parties during subsequent correspondence / discussions / negotiations within 30 days of acceptance of Letter of Intent (LOI).

Corrigendum:

Corrigendum are the part of the tender Document.

Corrigendum if any shall be uploaded on the website <https://gmdc.nprocure.com> only. Please note that there is no provision to take out the list of parties downloading the tender document from the above referred website. As such Bidders are requested to see the website from time to time before due date of submission of bid to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to Bidders who down loaded the tender document from the website as information in this respect will not be available to websites.



CHAPTER- II

Instruction to Bidders for Online Tendering

Further details of this tender are as under

| | |
|------------|--|
| 1.0 | Particulars: Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022 Request for proposal (RFP) through online e-Tender from reputed contractors for work of Annual Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh. |
| 2.0 | Down loading of Tender Documents |
| 2.1 | Bid document will be available on web site up to date shown above in NIT |
| 2.2 | Bidders who wish to participate in this tender will have to get them self-registered on web site https://nprocure.com |
| 3.0 | Digital Certificate |
| 3.1 | Bidders who wish to participate in on line tender will have to procure / should have legally valid digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code solutions- a division of GNFC Ltd, who are licensed certifying Authority by Govt. Of India |
| 3.2 | All bids should be digitally signed. For details regarding digital signature certificate and related training involved, the below mentioned address should be contacted |
| | (n) Code Solution A division of GNFC 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 Tel: +91 26857316/17/18 Fax: =91 79 26857321 ,E-mail: nprocure@ncode.in Mobile: 9327084190 , 98985889652 |
| 3.3 | Bidders who already have a valid Digital certificate need not procure a new digital certificate. |
| 4.0 | On line Submission of Technical & Price Bid |
| 4.1 | After submission of the bid as per schedule date & time, bidder cannot edit their offer submitted in any case. |



| | |
|------------|--|
| 4.2 | Bidders shall submit their offer, i.e. Technical bid as per clause 5.1 of this chapter and Price bid in Electronic format online only on above mentioned website & before date and time shown above after Digitally signing the same. |
| 4.3 | Offers submitted without digitally signed will not be accepted |
| 4.4 | Price bid in physical form will not be accepted in any case and bid submitted shall be summarily rejected. |
| 5.0 | Submission of Tender Processing Fees and other Documents . |
| 5.1 | Bidder shall have to submit DD for Tender processing fee, EMD and other documents as mentioned above in physical form so as to reach on date shown above, during office hours to Sr. Manager(Civil), Civil Department, GMDC Limited 'Khanij Bhavan' , 132'Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 in person only . Note: The tender documents submitted after due date will not be considered for scrutiny and will summarily be rejected. |
| 5.2 | Bidder has to submit the document as said in 5.1 above and no other condition in any form shall be considered at all, at the time of evaluation of the tender, i.e. the bidder shall have to submit unconditional offer without differing from any of the tender condition. |
| 6.0 | Opening of Tender |
| 6.1 | Opening of bid documents will be held on Date & time shown as per NIT , in the office of GMDC Ltd, Sr. Manager(Civil), Civil Department, at 'Khanij Bhavan' , 132'Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 . |
| 6.2 | After completion of Technical scrutiny, price bid of only qualified bidders would be opened online who are found to be substantially responsive |
| 7.0 | Contacting Officer |
| 7.1 | Further details / clarification , if any required, will be available from – Sr. Manager(Civil), GMDC Ltd, Civil Department, at 'KhanijBhavan', 132 Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 Ph no. 079- 2791 3200 |
| 7.2 | In case bidder needs any clarification /assistance or if training required for participating in online tender , they can contact at following office |
| 7.3 | (n) Code Solution-A division of GNFC-301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 Tel: +91 26857316/17/18, Fax: =91 79 26857321 |



| | |
|------------|---|
| | E-mail: nprocure@ncode.in Mobile: 9327084190 , 98985889652 |
| 8.0 | General Instructions: |
| 8.1 | The Tender processing fees for on line tender document will not be refunded under any circumstances |
| 8.2 | EMD in the form specified in tender document only shall be accepted. |
| 8.3 | Tenders without Tender processing fees, earnest money deposit (EMD) and which do not fulfil all or any of the condition or submitted incomplete in any respect will be rejected. |
| 8.4 | Bidders approved either by the Central/ State Govt. or Central / State Govt. undertaking is not exempted by this GMDC for paying EMD , SD, Tender Processing fees etc. |
| 8.5 | Conditional tender shall not be accepted. |
| 8.6 | This tender notice shall form a part of tender document |
| 8.7 | Bidders are advised to read carefully the "Instruction for Bidders" and :eligibility criteria" contained in the tender documents |
| 8.8 | The website address for E-Tender is https://www.nprocure.com |
| 8.9 | Free training camp for bidders will be organized on every Saturday between 1.0 to 5.00 p.m. at (n) code solution, A division of GNFC , 301, GNFC Infotower , Bodakdev, Ahmedabad – 380 054 . Bidders are requested to take the benefit of the same. |
| 8.10 | Bidders are requested to quote rates as per the terms and conditions mentioned in the Tender Document. Tender submitted for part items will not be considered and will be rejected. |
| 8.11 | Bidders have to do this work strictly according to the drawings and specifications provided by GMDC and which together with general conditions, technical specifications, bills of quantities and contract agreement , will be called "Documents of Contract" |
| 8.12 | The Contractor shall enter in to an agreement with the GMDC on a stamp paper of Rs. 100/- which will be provided by the Contractor , in the form approved by the GMDC covering all terms and conditions within 30 days of receipt of work order. |



CHAPTER III

Check List of Documents Enclosed With Tender

| Sr. No. | Particulars | Declaration (Strike out whichever is not applicable) |
|---------|--|--|
| 1 | Check list of documents in the prescribed proforma | Yes / No |
| 2. | Tender Processing Fees and Earnest Money deposit paid for the value as indicated in Notice Inviting Tender, | Yes / No |
| 3. | Formats enclosed-dully filled in and signed along with all required enclosures , complete as per Instruction to bidder | |
| 4 | Documents /details as per Status of the Bidder, with documentary proof | Yes / No |



CHAPTER IV

TENDER PROCESSING AND EVALUATION:

The selection process will be as under :

- 1) Screening based upon qualification criteria
- 2) Technical evaluation

The selection process would be Quality and Cost Based Selection (QCBS). The Evaluation Committee will select the Agency by giving 70% weightage to the concept and designs and 30% weight age on the price bid.

The bidders must meet the qualifying criteria as per form-A & form -B of the tender. Any bidder not meeting any of requirements of form –A & B will not be short-listed for the further evaluation. The bidders who are meeting with our minimum basic criteria like they should possess PF no., PAN no., GST no., submission of declarations, turn over & experience as stated in Form- A of Technical Bid of tender etc are considered for further technical evaluation.

All the bidders meeting qualification criteria are required to present their proposal where they must explain how they will execute the tendered work . Each bidder will be given a maximum of 10 minutes duration to make the presentation to GMDC broadly based on the following parameters:

| Sr. No. | Particulars | Maximum Marks |
|---------|--|---------------|
| 1 | Turnover of Rs. 40.00 lakhs and above of any one Financial Year of last five FY years , ended on 31/3/22 (Marking will be done as per Table 1 given below) | 25 |
| 2 | Experience: Work Executed, achievements, awards won etc (Marking will be done as per Table 2 given below) | 30 |
| 3 | Manpower | 20 |
| 4 | Equipments, tools, tackles, consumables | 20 |
| 5 | Presentation: Understanding of tendered work & showing the methodology of work plan- Evaluation will be based on the quality of submissions | 05 |
| | Total | 100 |



While carrying out this evaluation , following marking pattern shall be followed:

Table 1

Marking Pattern for Turnover: Maximum Marks: 25

Bidder should have to attach CA certificate in original, certifying the turnover for all the stated financial years shall be submitted.

| Evaluation Criteria | Marks |
|--|-------|
| Annual Turnover Rs. 40 lakhs | 15 |
| Annual Turnover > Rs. 40 lakhs and above | 25 |

Table 2

Marking Pattern for Single Work Executed Per Year : Maximum Marks : 30

Experience of Housekeeping works of any Govt / Semi Govt . organization ,Township, Institutional buildings will be considered .

Experience as a sub-contractor shall not be considered for technical evaluation. As a proof the bidder shall attach copy of the work completion certificate, work order, bill raised and other relevant documents with tender documents.

| Evaluation Criteria | Marks |
|---|-------|
| Similar work executed for an amount up to Rs. 20 lakhs | 10 |
| Similar work executed for an amount > Rs. 20 lakhs < Rs. 40 lakhs | 20 |
| Similar work executed for an amount of > Rs. 40 lakhs and above | 30 |

Table 3

Marking Pattern for Manpower to be deployed for this tendered work: Maximum Marks: 20

Bidder should have submitted the undertaking for deployment of manpower with the tender documents.

| Evaluation Criteria | Marks |
|---------------------------------|-------|
| One supervisor with 20 sweepers | 5 |
| One supervisor with 25 sweepers | 10 |
| One Supervisor with 30 sweepers | 20 |



Table 4

Marking Pattern for Cleaning Equipments, tools, tackles etc. These equipments, tools, tackles must be the property of bidder / on the name of bidder. : **Maximum Marks : 20**

| Evaluation Criteria | Marks |
|--|-------|
| Manual cleaning Equipments: - Brushes, Mops, Cotton Dusters, Brooms, safety belts, Liquid Soap bottles, spray bottles Hand gloves (rubber & cotton), ladder, cobweb brush, paper towel, virgin plastic bags, | 4 |
| Cleaning Agents Or chemicals: - Vinegar, Bathroom cleaners, Air sprays, floor cleaner and sealers, Surface sanitizers, Toilet cleaners, Liquid soap, Nephthlin balls | 4 |
| Mop Wringer Trolley, Caution sign equipment (Wet floor, cleaning in progress etc) | 3 |
| Electric cleaning equipments: - Vacuum cleaner | 5 |
| Uniform pattern of Safaiwala | 4 |
| Total | 20 |

If bidder shall not come for the presentation at the date, time and venue informed them , than their price bid will not be considered for further opening .

Short-listing of bidders:

The bidders who score total 70 out of 100 marks as stated hereinabove shall be qualified and shall be included in the shortlist for opening and evaluation of their financial proposal (Price bid) However, if the number of such post-qualified bidders is less than two, the GMDC may in its sole discretion, post-qualify the bidder(s) whose technical score is less than 70 marks but is more than 60 marks.

Evaluation of Financial Proposal (Price bid)

1. In the second stage, the financial evaluation will be carried out as per this Clause.
2. For financial evaluation, the quoted amount indicated in the Financial Bid which will be opened on line only shall be considered. On financial evaluation, the shortlisted bidders will be given total score which will be determined as under:
 - (a) 70% weight-age will be given to the Technical Score.
 - (b) 30% weight-age will be given to the financial score.
3. The GMDC will determine whether the Financial Proposals are complete, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of works/services.



STRUCTURE AND ORGANIZATION

Following details are required to be furnished with documents to qualify in Technical bid for the tender work

| Sr no | Item | Details |
|-------|--|--|
| 01 | Name and address of Entity. | |
| 02 | Phone no, | |
| | Mobile No. (Mobile no to be mentioned mandatory) | |
| | E mail ID, (E mail ID to be mentioned Mandatory) | |
| | Website | |
| 03 | Name Of contact Person (To be mentioned Mandatory) | |
| 04 | Whether Proprietorship /partnership/ Pvt ltd / Limited co or any other along with documentary evidence to be attached | Yes/ No |
| 05 | Please confirm on awarding the work , you will take the registration certificate as per statutory requirement under contract labour laws as per requirements | Confirmed Yes or No. |
| 06 | Number of years of experience in Housekeeping work | From _____ (total) years |
| 07 | Income tax PAN Registration No Copy [Copy to be enclosed] | Mentioned & Copy attached Yes/ No |
| 08 | GST No.. (Copy to be attached) | Mentioned & Copy attached Yes/ No |
| 09 | Whether Registered under composite scheme | Yes/No |



| | | |
|----|---|---|
| 10 | Attached proof of filing GST returns on regular basis of last one year. | Attached /Not Attached |
| 11 | Provident Fund Registration Number – Copy to be attached | Mentioned & Copy attached Yes/ No |
| 12 | Payment Terms | Accepted Yes/No |
| 13 | Income Tax Deduction Taxes will be deducted as per prevailing Government rules from the monthly bill | Agree Yes/No |
| 14 | Validity of offer | -Accepted Yes/ No |
| 15 | Work completion period as per NIT- | -Accepted Yes/ No |
| 16 | Liquidated Damages clause - Liquidated damages for the work delayed /non completion/ non performance of the works will be imposed as mentioned in Tender documents . | Accepted - Yes/No |
| 17 | Rates/Charges Rates / charges should be firm and fixed till the completion of work. Quoted rates includes all man power, required material, safety measures, PF contribution, all taxes,(Excluding GST).No rate escalation will be allowed during tenure of contract on any account. | - Accepted Yes/No |
| 18 | Please Indicate the details of arbitrations/legal proceeding in last ten years of Your entity . If Your entity have not any arbitration/legal | Submitted on letter head mentioning No or YES as applicable Yes / No |



| | | |
|----|---|---|
| | proceeding in last Ten years then mentioned "No" in your letterhead and If your entity has any arbitration/legal proceeding than mention details on your entity's letterhead . | |
| 19 | Deviation sheet attached-Deviation sheet to be attached by the bidder mentioning any deviation in technical & commercial. If there is no deviation then with ,No deviation sheet ,submitted on letter head of the bidders | Deviation sheet mentioning NIL or with deviation on your letter head submitted Yes/ No |
| 20 | Declaration I &II sheet – Attached-Declarations in prescribed format on letter head of the bidder | Declaration –I & II as per tender typed on your letter head submitted Yes/ No |
| 21 | Successful bidder has to submit daily, weekly, fortnightly, monthly, as and when required work report (as per format) certified by EIC along with Running bill . – Condition accepted | Yes/NO |
| 22 | Affidavit regarding the Genuineness of documents (formate) on Rs.300/- non Judicial stamp paper submitted or not | As per format of tender on Rs.300/- stamp paper submitted Yes/No |

Above details are required to be submitted by the bidder without fail .



Form-B

Turnover:

Bidder shall have to attach CA certificate in original, certifying the turnover for all the stated financial years shall be submitted.

| Criteria | Details |
|--|---------|
| Minimum Turnover of Rs. 40 lakhs during any of last five financial years | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |

Single Work Executed Per Year

Experience as a sub-contractor shall not be considered for technical evaluation. As a proof the bidder shall attach copy of the work completion certificate, work order, bill raised and other relevant documents with tender documents.

| Criteria | Details |
|--|---------|
| Minimum work executed for an amount of Rs.20 lakhs having single work completed in single year during any of last five financial years of housekeeping works of the township premises, public building , institutional buildings . | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |



Manpower to be deployed for this tendered work:

Bidder shall have to submit the undertaking on bidder's letter head for deployment of manpower with the tender documents.

| Criteria | Details |
|--|---------|
| Proposed manpower to be deployed for the current tendered works Supervisors Sweepers Others | |
| In case of absence of any manpower as stated above, what arrangements will be made by the bidders? This details must be submitted with undertaking on bidder's letter head.. | |

Cleaning Equipments, tools, tackles etc. bidder must have to submit the following details on their letter head.

- A. Equipments, tools, tackles must be the property of bidder /on the name of bidder. The documents must be submitted showing the ownership of same with the tender documents.
- B. Bidder must mention the nos. of each Cleaning Equipments, tools, tackles etc with their company.

| Criteria | Details |
|--|---|
| Manual cleaning Equipments: - Brushes, Mops, Cotton Dusters, Brooms, , Spray Bottles, safety belts, Liquid Soap bottles, Big and small buckets & tumblers, Hand gloves (rubber & cotton), ladder, cobweb brush, paper towel, virgin plastic bags, | Photos to be shown during PPT(Power point presentation) |
| Cleaning Agents Or chemicals: - Vinegar, Bathroom cleaners, Air sprays, floor cleaner and sealers, Surface sanitizers, Toilet cleaners, Liquid soap, Nephthalin ball etc. | |
| Mop Wringer Trolley, Caution sign equipment (Wet floor, cleaning in progress etc) | |
| Outside Glass Glazing cleaning equipments, tools, tackles | |
| Electric cleaning equipments: - Vacuum cleaner, polishing machine, scrubbing machine, | |
| | |



Bidders have to provide the analysis of their quoted rate in form of percentage in the below mentioned Table on their letter head and to be submitted along with Technical Bid.

| Sr. No | Details | Weight age in Percentage (% only) |
|----------|---|-----------------------------------|
| <u>1</u> | Proposed amount in percentage for deployment of Supervisor and Safaiwalas (Man power charges) | |
| <u>2</u> | Proposed amount in percentage for consumable required for the work. | |
| <u>3</u> | Proposed amount in percentage for Tools and Tackles required for the work. | |
| | | |

NOTE:

Bidders should not mentioned the quoted rate . The rate shall be quoted only "ON LINE' as per Price bid



(FORMAT FOR AFFIDAVIT)

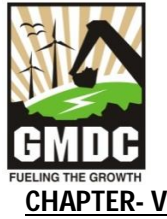
A F F I D A V I T
UNDERTAKING REGARDING GENUINENESS OF DOCUMENTS
(On Non-Judicial Stamp Paper of RS 300/-)

I/We, _____, Partner/Director/Legal Attorney/Accredited
Representative of M/s. _____ solemnly declare that:

1. I/We are submitting Tender for the work _____
_____ against Tender No. _____
2. None of the Partners/Directors of our firm/GMDC is relative of employee of GMDC.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If it is found at any point of time that our documents are not genuine then in that case our tender will be rejected, earnest money deposited by us will be forfeited and we will be debarred from participating in further/future GMDC tenders and/or any action as deemed fit by GMDC may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money / Security deposit and banning/delisting of our entity and all related persons etc.

SIGNATURE OF THE BIDDER
WITH SEAL

Dated



GENERAL TERMS AND CONDITIONS OF TENDER

1. Any conditional Tender will not be entertained and will be out rightly rejected.
2. Bidders are advised to visit the site where works are to be executed to study the actual working conditions, before submitting its offer. After submitting the tender, no correspondences will be entertained in this regard.
3. The Contractor shall have to start the work within 7 days from the date of Letter of Intent. In case of non-compliance with the above condition, the necessary action may be taken including but not limited to termination of the contract resulting into forfeiture of Security Deposit.
4. The contract shall be the item rate contract. The rate quoted is inclusive of all labour and material required for the work exclusive of GST.
5. Bidders are expected to quote competitive and workable rates.
6. The Scope of Work under this tender is inclusive of all kinds of labour, requisite materials to complete the work in all respect. In the event of missing of above phrase in the description of schedule of quantities, the same will not mean that materials and / or labour will be supplied by GMDC .
7. Quantity mentioned in Price Bid against each item is only for guidance to quote the rate and no claim will be entertained on either increase or decrease in the quantity to complete the work in all respect. For increased quantity no escalation will be considered. The quantity in "Price Bid " are estimated quantities and actual quantity as executed becomes payable at finalized rate.
8. In case the quantities increase or decrease to any extent , the finalized rates as mentioned in contract will hold good and no escalation in rates will be allowed on any account. The finalized rates shall remain valid till completion of the works .
9. The total cost of actual executed work (of all tender items together) varies beyond ± 10 % of the cost of the estimated work mentioned in Work order, even if the quantities increase or decreases to any extent , the present rates as mentioned will hold good and no price escalation will be allowed. The quoted rate shall remain valid till completion of works. GMDC will not be liable to pay any compensation or any additional cost in case of work is reduced or abandoned at any point of time.
10. (a) The rate of particular item appearing in more than one schedule shall be the same. If the Bidder quotes different rates for an item appearing in more than one schedule , the rate lowest amongst the quoted rates shall be considered /applicable for payment of that item .



- (b) The price bid contains separate quantity for each structure/item/activity/work in all the items and bidders has to quote the same rate for each structure/item/activity/work . If bidder quote the different rates for same item for different buildings , than the lowest rate of the particular item shall be considered for evaluation .
11. The contractor will have to accept the minimum Unit rates (For Rate items only) amongst the quoted by the qualified bidder.
 12. GMDC reserves the right of altering the nature of work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
 13. GMDC reserves the right to carry out the work at other places mentioned in the scope , at the same Rate, terms and conditions and mutually agreed upon under this tender.
 14. Awarded contract may be extended for a further period , at the same Rate , terms and condition on mutually agreed upon.
 15. Water and Electricity for the execution of job will be supplied by GMDC at one point.
 16. No mobilization advance shall be given by GMDC for this contract.
 17. All the rates quoted by the Bidders must be inclusive of all required materials, labours, taxes and duties applicable like, Royalty, transportation, Professional Tax, turn over tax, loading, unloading, mobilization, de mobilization etc but exclusive of GST .
 18. Bidders are requested to quote their GST number and date in the Bid. Bid received from unregistered bidders will not be considered.

Bidders shall have to quote their rates without GST. GST will be paid/adjusted/ reimbursed to the successful bidder as per prevailing rates & rules to the extent directly related to the service rendered or Goods supplied by the successful bidder under the said contract subject to uploading the invoice on GSTN portal and bidder will mention the GST amount separately in the invoice/ bill along with SAC/HSN code under GST. Further if the bidder does not upload the invoice within four months from the invoice date on GSTN portal GST will not be reimbursed to them.

No statutory variation shall be admitted, if current taxes become payable because of exceeding the prescribed limit for turnover of the contractor after the date of offer.



If any variation take place after contractual date of completion, the same shall not be allowed , even if delayed are accepted by Contractor.

Note: Above clause will hold good and govern the contract

In case , if similar condition/clause elsewhere in tender document complied conflict with the clause , the clause mentioned in this para will prevail and govern the contract

19. Bidder is required to submit a copy of PF registration number received from RPFC office along with the tender, failing which the bid will be rejected summarily.
20. The Contractor will have to submit 'NO DEMAND CERTIFICATE' and pre receipt bill document along with the final bill of the work, as per the Performa given.
21. The Contractor shall have enter in to an agreement with GMDC on an appropriate stamp paper (to be provided by the contractor) after accepting the Letter of Intent.
22. In overall interest of work and for better co-ordination, authorized person of GMDC may ask the contractor to stop the work for time being for which no compensation will be paid.
23. The Contractor shall abide by the provisions of labour laws , Contract Labour Regulations and Abolition Act (Act 37 of 1970) pertaining to the employment of the labour and shall get yourself register with regional provident fund commissioner and inform the GMDC about the registration number by submitting the copy of the number allotted to you by RPFC . The Contractor shall have to submit the copy of labour license issued by the competent authority for the subject work.
24. The Contractor shall be responsible for and shall pay any compensation to its workman payable under the Employees' Compensation Act, 1923 (VII of 1923) for injuries, cause to the employee. If such compensation is paid by GMDC as principal employer under sub-section (1) of section 12 of the said act on behalf of the contractor. It shall be recoverable by GMDC from contractor under section (2) of the said section. The Contractor shall pay such amount of compensation on demand, failing which same will be recovered from his running bills.
25. The contractor will himself be responsible for all statutory obligations of labour laws such as ESI, Provident Fund, etc. GMDC will not be responsible for any violation of labour laws by the contractor. The contractor shall maintain the register regarding statutory obligations of labour laws and produce the same to GMDC on demand at the time of submitting the invoice for the work done.
26. Contractor has to submit month wise labour payment record duly certified by GMDC labour welfare officer /HR dept, along with RA bill, failing which no payment will be made for the respective RA bill.



27. Submission of false or incorrect information, history of delaying in completion of work, reports of unprofessional conduct amongst other things shall be sufficient ground for disqualification of technical bid.
28. Roads, passages, approach at work site should be kept clean all the time. Material/machineries' should be stack/ kept in proper manner so it should not obstruct day to day vehicular traffic.
29. The contractor has to produce bill of the materials used in the execution if asked for by GMDC.
30. The contractor shall have to carry out the work fully as per instruction of EIC. Contractor should have to inform EIC before commencement of the work.
31. The employer reserves the right to cancel /terminate the Contract in the event of work is not satisfactory executed by contractor , after giving one month notice to the contractor and get the work completed at the cost and risk of the contractor.



CHAPTER-VI

SCOPE OF WORK :

- 1) The contractor shall arrange to carry out cleanliness and sanitation work keeping following points in consideration.
 - a) The cleaned area shall become totally dust free .
 - b) No Foul / bad smell should emanate from any part of common use building premises.
 - c) The cleaning should not spoil the natural shine and look of the furniture / material.
 - d) The furniture etc. of common use building should be arranged in the same order as it was before cleaning.
 - e) The cleaning activity should not cause any disturbance to the routine activities of the locality.
 - f) The garbage should be neatly picked up and disposed at Contractors risk and cost in the nearest dust bin provided by local Authority.
 - g) All plastic doormats put outside the toilets and pantries area at common use buildings should be washed and clean every week.
 - h) All dustbins of common use building should be washed and cleaned at every week.
- 2) Cleaning of Ceiling, walls, Staircases and removal of cobwebs from all places of common use building , should be done as per schedule. After this no cobwebs should be spotted at any places in the entire premises.
- 3) Finit (Name of the product or equivalent make) should be sprayed in each room, cabin, hall, floor, and other suitable locations specified on weekly basis and can be changed as per GMDC need. After that room spray having good smell to be sprayed .
- 4) The timing and frequency for cleaning works and sanitation works given in the price bid is tentative and can be changed as per GMDC need.
- 5) On receipt of any complaint concerning any activity of the contract , it should be attended at the earliest and acknowledgement be taken for the satisfactory completion of the work from the complainant. Complaint should be entered in registered and signed of complainant required after satisfactory completion of work.



- 6) Items required for Sweeping, Cleaning, Mopping, etc.
7)

| Sr.No | Details | Sr. No | Details |
|-------|---|--------|---|
| 1 | Soft Broom | 13 | Finit or equivalent make |
| 2 | Hard Broom | 14 | HLL / Amway or equivalent Make Tiles, Floor Cleaning Solution. Vim etc. or its equivalent |
| 3 | Cane Broom | 15 | Odonil, Colins or its equivalent |
| 4 | Bamboo Broom | 16 | Naphthalene ball |
| 5 | Toilet Brush | 17 | Soap / Liquid soap |
| 6 | Nylon Scrubber, scotch guard/steel brush | 18 | Air Fresheners. |
| 7 | Detergent Powder | 19 | Phenyl of approved make |
| 8 | Liquid Soap bottles & Hand wash liquid soap | 20 | Harpik –Tiles/sanitary utensil cleaner or its equivalent |
| 9 | Duster Yellow Duster | 21 | HIT /Bagyon spray or its equivalent |
| 10 | Hand Gloves, Mouth cover/Mask | 22 | Vacuum cleaner |
| 11 | Jute, Cotton, Mop | | |
| 12 | Safety Belt | | |

Any other items required For the purpose of satisfactory performance as per directions. The best quality material to be used and to be got approved by the person in charge.

- 8) The person engaged by the contractor for work of cleaning and sweeping will be called as "safaiwala".
- 9) Daily attendance of all 'Safaiwala' and Supervisor will be recorded in main gate at security office Register.



- 10) The staff employed by the contractor shall be polite, well behaved and respectful to officers and employees of the GMDC.
- 11) The contractor shall deploy sufficient numbers of 'Safaiwala' and Supervisor and other man power full time to carry out the work as per scope.
- 12) The "safaiwala" will be bound to observe all the instructions issued by GMDC regarding general discipline, behavior and cleanliness.
- 13) The staff employed by the contractor shall have good character and record. They should be free from any communicable disease. The contractor shall give full particulars of their staff with photos & ID card before commencement of the work under contract.
- 14) The contractor shall provide proper uniform to his "safaiwala" with photo identity card and the "safaiwala" should always be in neat and clean uniform shown as per presentation, while on duty. If this is not implemented then per safaiwala Rs. 50/- per day will be deducted as penalty.
- 15) If performance of any "safaiwala" is found unsatisfactory to the GMDC, he shall have to be replaced by the contractor immediately.
- 16) The contractor shall not change his "safaiwala" at random. This should be done with prior approval of GMDC.
- 17) Daily, All 'safaiwala' and 'Supervisor' should attend the job timely and as per requirement. Over and above if GMDC require some urgent cleaning work or additional work, then it should be attended by Contractor without any extra payment.
- 18) The "safaiwala" shall check and ensure that urinals, toilets, wash basins, drainage pipes, wash basin taps, flush cocks, etc are in proper working conditions. In case of any problem it should be brought to the notice of Engineer in Charge / noodle officers and to be attended immediately to put in working condition.
- 19) The GMDC shall not reimburse any charges or compensation for the loss of his materials or the injuries suffered by the employees of the contractor.
- 20) The contractor shall submit chart of arrangement for carrying out different activities as per contract prior to commencement of the work. He shall also submit daily attendance sheet of the "safaiwala" for the day, signed by Security officers. In case any change of "safaiwala" is made, the same must be brought to the notice of the person in charge.
- 21) Smoking, chewing & spitting of Pan masala, Gutka will not be allowed to any person of contractor in the office premises.



- 22) The contractor will have to take care of all safety of their personal during working hours by providing safety items like safety belt, gas mask, Gloves and other such safety items and have to assure that while carrying out such work they should wear safety equipments to avoid accident.
- 23) Every day , Contractor has to submit daily work done report and same should be certified by Engineer in charge of respective floors .
- 24) All ceramic tiles are to be mopped by wet process using soap / detergent , stain removers etc.
- 25) All, the toilets to be maintained in good hygienic condition daily by applying soap solution, Sani-fresh or equivalent make powder , acid , phenyl etc. Adequate naphthalene balls and odonil shall be kept in wash basin and urinals of the all the buildings .
- 26) Glass panels are to be cleaned with soap /colin and plain cloth .
- 27) On instructions of the Officer in charge , if additional areas are required to be maintained on a particular day or period or any other emergency job, the contractor shall deploy sufficient numbers of additional manpower for up keeping the areas.
- 28) It is the responsibility of the contractor to give weekly off and other holidays as per rules to the personnel deployed under him., and see that the deployment of the required numbers of manpower & supervisors on all days .
- 29) Any dead body of birds or animal found within the township premises / compound premises will have to be removed immediatly from the place to a suitable place and to be buried ,if required without any Extra charges
- 30) All the terraces of common use buildings will be cleaned as per requirements . Any water logging at any place, due to rain water will be cleaned/ removed immediatly without any Extra charges. Scope of work also include regular cleaning of water spout and drain pipes .This also includes cleaning of all inspection chambers , man holes and respective pipe lines .
- 31) Contractor has to remove Garbage daily from the premises and transfer and remove the same at suitable place to the nearest dust bin provided by local authority at his risk and cost.
- 32) Contractor have to prepare a month wise , item wise register maintaining executing of work for each item daily and to be certified by the engineer in charge .
- 33) All consumables are required to be recorded with quantity and will require to be submitted to person in charge, without fail, whenever brought on site. Once



materials/goods/ consumables ,bring for GMDC use , strictly not allow to take out side the GMDC's premises for Contractor's other site works/places .

- 34) Spraying of disinfectant like Hit, Baygon, Finit etc. daily in toilets , pantries and other area as and when require.
- 35) The contractor shall liable for any accident and /or deaths occurring on account of cleaning work or damage incurred or claim arising there from during the period of contract. In the event of any claim being made against the GMDC for any accident, death, or damages for which the contractor is sole responsible. contractor has to take all such further action in that regard at his own expenses and risk.
- 36) During the execution of work if , any damage or theft occurs to the GMDC premises/material /fixtures/ electrical fittings / glasses and other materials , the same will be on contractor's account and recovered at the rate actual purchase value plus 15 % from their bill.



CHAPTER-VII

Special Terms and Conditions of Tender:

Note: The bidder should note that clauses brought out in this chapter VII of “ Special Terms and conditions of tender “will hold good and govern the contract. In case, if similar condition / Clauses elsewhere in tender document are in conflict with the clauses of this chapter, the clauses mentioned in this chapter will prevail and Govern the contract.

1) Rates:

Rates quoted by the Bidders should be firm and no escalation in rate will be allowed on any account to the contractor during the entire contract period till completion of work.

2) Payment Terms and Running Bills:

Invoice/ Bill should be sent in duplicate. [Please mention our LOI/Work Order no in the invoice without fail]. Original invoice, Measurement Sheet, Materials Test Certificates etc. The payment procedure will be carried out on original copy only. Payments shall be released for the work executed in all respects as per BOQ, drawings and specifications.

RA bill must be submitted along with the names of the laborers employed for the work, salaries / payment made to them, PF code no. , amount of P.F. deducted from the salary made to the labours and employer’s contribution amount deposited in RPFC office till the previous month duly certified by project office, failing which no payment will be made for the RA bill submitted by the Contractor .

MODE OF PAYMENT OF RUNNING BILLS:

The Bill should be submitted on monthly basis for the work done during previous month along with necessary supporting documents such as worksheet duly certified by the person in charge, wage sheet, attendance sheet, P.F. / GST paid receipt for previous month of contractors workers , etc. RA Bill of previous month should be produced regularly within one week of next month.

Payment at 75% of the payable amount arrived after considering below deduction , will be paid by the office of the G.M.(Project) , within 10 days of submission of the bill along with its details .

The RA bill shall then be sent to GMDC’s Corporate office at Ahmedabad for verification auditing and approval of the total bill submitted .. Balance 25 % payable amount of Running account bill shall become payable by Project only within 21 working days of receipt of the RA bill at Corporate Office .



RA bill will be paid at 75 % amount payable under this contract after getting approval from Head office , with in 21 working days from the date of receipt of the bill , after deducting there from:

- A. Retention money deposit will be deducted from every RA bills @ 5% of the value of the bill amount.
- B. Security deposit at 5 % on the exceeded amount of the actual contract value in case it exceeds the contract value.
- C. Income tax inclusive of surcharge at the prevailing rate from time to time shall be deducted from the running account bills and TDS on CGST and SGST .
- D. Cost of any services provided by GMDC and/or material supplied by the GMDC.
Other deduction either statutory or other work reason, if any.

Note: The amount of Final bill should have at least minimum 10 % amount of total contract value of work. 100 % payment of the said bill will be released from Project office after getting approval from Corporate Office

3) Earnest Money Deposit.(EMD) / Security Deposit (SD) / Retention Money

- a) The bidder shall deposit Earnest money deposit of Rs. 41,900/--only by demand Draft in favour of 'GMDC Ltd' , payable at Ahmedabad of Nationalized Bank or from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank)in the form and manner acceptable to the GMDC. EMD in any other form except DD, will be outrightly rejected.
- b) Tender received without E.M.D. will be outright rejected
- c) Earnest money paid will be adjusted against security deposit of contractor. Earnest money deposit paid as above will be refunded to unsuccessful bidders after awarding the work to L1 bidder.
- d) Contractor has to pay full amount of Security Deposit @ 5% of the contract value including EMD by way of D.D. in favour of 'GMDC Ltd', payable at Ahmedabad of Nationalized Bank or from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) in the form and manner acceptable to the GMDC, within 7 days from the date of issue of LOI. Payment against the work as well as detailed work order will be issued only after submission of Security Deposit. If contractor fails to pay security deposit within 15 days from the date of LOI, GMDC may cancel the LOI at its sole discretion resulting into forfeiture of EMD paid by the contractor.
- e) Earnest Money Deposit, Security deposit and Retention Money will not bear any interest.
- f) If the contractor does not pay security deposit and does not commence work as per tender E.M.D. paid will be liable to be forfeited by the GMDC.
- g) Security deposit and Retention money paid by the contractor shall be liable to be forfeited by GMDC, if he does not carry out the work in accordance with the terms and condition of the tender. In such eventuality GMDC can complete at the / risk and cost of Contractor.
- h) Retention money deposit will be deducted from RA bills @ 5 % of the value of the contract amount..
- i) No relaxation on EMD/SD for any small-scale industry shall be considered.



- j) Security deposit and Retention money will be refunded within two months after completion of work on demand by contractor.

4) Duration of Contract:

The Contract period shall be of 12 months from the date of Letter of Intent. It is clarified that the commencement of contractual work shall be within 7 days from the date of LOI. In case the contractor commences the work after 7 days, the deemed date of commencement will be considered the 7th day from the date of LOI.

Time is of essence of this contract. If Completion of Work is not adhered to as stipulated in the contract or the contractor abandons the work then GMDC shall be at liberty to execute the work at Contractor's risk and cost and if thereby any extra expenditure is involved, the same shall be debited to Contractor's account. If GMDC is unable to execute and complete the work from alternate source in time and if GMDC suffers any consequential loss, Contractor will have to bear the same. GMDC in that case will forfeit the security deposit and will also have the right to recover from the contractor the amount towards damages suffered by GMDC.

5) Validity.

Validity of the offer submitted by the bidder shall be of 120 days from the date of opening of the Price Bid and if required by the GMDC, the Bidder will have to extend the validity unconditionally for a further period of 30 days.

6) Taxes .

Taxes will be applicable as per the prevailing rate from time to time. All the rates quoted by the Bidders must be inclusive of all taxes and duties applicable like, Royalty, transportation, labour etc. excluding GST . GST will be reimbursed to the party subject to timely uploading of invoices on GSTN portal. If due to non submission or late submission of invoices on GSTN portal and due to which GMDC's ITC get rejected, GST will not be reimbursed.

TDS: TDS will be deducted from bill amount as per the prevailing Govt. Rules & regulations.

1) Liquidated Damages (LD)

Liquidated damages for the work delayed/non performance/ not attended after two reminder , of the work will be imposed at the rate of quoted price of such item for a day proportionally plus 50 %.



8) Loss and Damages:

Any loss or damages or deterioration of the material in transits shall be at the cost of the contractor. It shall be at the discretion of the GMDC to reject, damaged or spoiled material, if so noticed. During the execution of work, if any property of GMDC is damaged then estimated repair cost + 20 % of the same shall be recovered from contractor.

9) Insurance:

All required insurance for the work, including but not limited to, damage to persons, property, fire etc. are to be provided by the Contractor at his cost.

10.1 **Non-fulfillment of Terms and Conditions of the Contract**

10.1 If the Contractor fails to carry out the work as per terms and conditions of the contract to the satisfaction of the GMDC, GMDC shall be entitled to forfeit the security deposit paid by the Contractor. This however, shall not absolve the Contractor from his obligation to fulfill the contract. In such event, the GMDC shall have a right to complete and / or to get the work completed at the cost & risk of the Contractor and the Contractor shall be responsible to pay such cost incurred by the GMDC to complete the work and /or to get the work completed.

10.2 Likewise, if the Contractor does not fulfill the terms and conditions of the contract and does not carry out the work up to the entire satisfaction of GMDC, GMDC shall have the right to forthwith terminate the contract at its sole discretion, without assigning any reason, Under such events, the GMDC shall be entitled to forfeit the security deposit paid by the Contractor and the GMDC shall have a right to complete the work and/or to get the work completed at the risk and cost of the Contractor.

10.3 For any reasons, if it is required, the GMDC reserves rights to cancel, terminate, amend and / or alter the contract and/or bifurcate and/or reduce the contract work at any time without giving any notice to the Contractor and without incurring any responsibility. For such cases, Contractor shall have to take away his labour, tools, tackles, machinery, equipment etc. and shall leave the site at once shall have to carry out the instructions of the GMDC.

11. **Approval:**

The decision of GMDC in respect of acceptance or rejection of the quality of the work shall be binding to the contractor and no further correspondence in this regard shall be entertained by GMDC.



- 12) The GMDC also reserves right to alter, increase or decrease the scope of work during the currency of the contract and payment will be made accordingly.
- 13) If tender is submitted in contravention of the terms and conditions stated herein, then the tender will be out rightly rejected.
- 14) In case of any dispute or difference of opinion in the interpretation of any of the terms and conditions of this tender, the decision of the Managing Director of GMDC shall be final and binding to all.

15) Statutory Obligations:-

- I. The "Contractor shall obtain necessary license/permit required for execution of the contractual work and it shall pay wages and benefits in accordance with the applicable laws and shall not pay less than as notified by the Government Authorities from time to time and shall maintain the employment records as required under applicable laws.
- II. The Contractor shall get his own License under Contract Labour (Regulation and Abolition) Act, 1970. The same shall be renewed from time to time and maintain all the records as per the act.
- III. The Contractor shall be responsible to enroll his employees, deduct, add and deposit in the relevant accounts the contributions as required under the Employees State Insurance Act, 1952 and the Employees Provident Funds and Miscellaneous Provisions Act 1952 and any other enactment's covered under the various applicable labour laws as well as maintain all books of records for the staff and employees deputed by it for this contract such as required under any laws applicable. The Bidder shall also furnish a copy of such statements as documentary proof to the GMDC.
- IV. The Contractor has to issue to the employee's Identity card with their photos and shall also maintain relevant register.
- V. The Contractor shall give leave/holiday to its workforce as per the provisions of applicable labour laws .
- VI. The Contractor would comply with all applicable laws and maintain all such necessary records as necessitated under such laws .
- VII The Contractor shall follow the provision of the Building and other construction workers welfare (Cess) Act, 1996.



16) Force Majeure.

- 1.1 Force majeure is herein defined as any cause which is beyond the control of the contractor or the GMDC as the case may be which they could not foresee or with reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:
- (i) Natural phenomena such as flood, draughts Cyclone, earthquake and epidemics, declaration of war.
 - (ii) Acts of any government, including but not limited to war, declared or undeclared priorities, quantities, embargoes, providing either party shall within fifteen(15) days from the occurrence of such a cause notify the other in writing of such cases.
- 1.2
- a. The contractor will advise, in the event of his having resorted to this clause by a registered letter duly certified by the statutory authorities, the beginning and end of the cause of delay, within fifteen days of the occurrence and cessation of such Force Majeure condition. In the event of delay lasting over two months, if arising out of Force Majeure, the contract may be terminated at the discretion of the GMDC.
 - b. For delay arising out of Force Majeure, the contractor will not claim extension in completion date for a period exceeding the period of delay attributable to the causes of force Majeure and neither company nor the Contractor shall be liable to pay extra costs (like increase in rates, re mobilization, advance, idle charges for labour and machinery etc.) provided it is mutually established that the Force Majeure conditions did actually exist.
 - c. If any of the Force Majeure conditions exists in the place of operation of the contractor even at the time of submission of bid he will categorically specify them in his bid and state whether they have been taken into consideration in their quotations.
- 1.3 (1) The contractor or the GMDC shall not be liable for delays in performing his obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will subject to herein after provided, be extended by as on able time given though such cause may occur after contractor's performance of his obligations has been delayed for other causes.

17) Foreclosure of contract:

In case of any necessity arising due to local working conditions, land/lease issues or any unforeseen reason not in the control of the GMDC or of the Contractor, Committee comprising of



representative of GMDC, Contractor and technical expert shall be constituted. The said Committee will look into the reasons/causes and analyse the conditions as to whether the work awarded is feasible to continue with the existing terms and conditions of the contract or any other available option or to Fore Close the contract in the interest of both the GMDC and the Contractor.

After study of the prevailing conditions of the contract under execution, committee may recommend to Fore Close the contract keeping in view the financial implication to both the GMDC and Contractor. Guideline/Modality of the Fore Closure of the contract shall be decided by the committee considering the work executed and unexecuted, period of the contract completed and balance period of the contract, value of the work executed and value of the work unexecuted etc.

Decision of GMDC for Fore Closure of the contract on the recommendations of the committee shall be final and binding to the Contractor.

18) DISPUTE RESOLUTION AND ARBITRATION:

The Parties shall endeavour, in the first instance, to resolve any dispute, disagreement or difference arising out of or in connection with this Tender and subsequent contract , including any question regarding its interpretation, performance, existence, validity, termination and the rights and liabilities of the Parties to this Tender and subsequent contract (a "Dispute") through good faith negotiations.

"All questions, disputes, differences and/or interpretation of this tender and subsequent contract whatsoever, which may at any time arise between the parties to this tender and subsequent contract in connection with the contract or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendment thereto. The venue of arbitration proceedings shall be at Ahmedabad. The Language of the Arbitration shall be in English.

GOVERNING LAW AND JURISDICTION:

GOVERNING LAW:

This Tender and subsequent Contract shall be construed and interpreted in accordance with and governed by the laws of India.

JURISDICTION:

Matter relating to any dispute or difference arising out of this Tender and subsequent contract shall be subject to the exclusive jurisdiction of Court at Ahmedabad only.



On Bidder's Letter Head

From:

Ref:

Date:

To

Sr. Manager (Civil)
Gujarat Mineral Development Corporation Limited
[A Government of Gujarat Enterprise]
'KhanijBhavan,
Nr. University Ground, 132 Ft. Ring Road
Vastrapur Ahmedabad 380 052

Sub: Earnest Money Deposit Against **Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022**

Dear Sir,

With reference to above and as per terms and conditions of tender we are sending

Herewith D.D. / Pay Order NO _____ Dated _____ Of

_____ [Name of Bank and Branch] Payable at
Ahmedabad for **Rs. 41,900/-** -only being the amount of E.M.D.

Kindly acknowledge the stamp receipt.

Thanking You

Yours Faithfully

[Name and Signature]



On Bidder's Letter Head

DECLARATION I

From:

Ref:

Date:

To

Sr. Manager (Civil)
Gujarat Mineral Development Corporation Limited
[A Government of Gujarat Enterprise]
'KhanijBhavan,
Nr. University Ground, 132 Ft. Ring Road
Vastrapur
Ahmedabad 380 052

Sub: Declaration.Ref: Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022

SUB: Request **for proposal (RFP) through e-Tender from reputed contractors** for work of Annual Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh.

Dear Sir,

I / We have carefully gone through and clearly understood the terms and conditions mentioned in the Tender document and hereby submit the bid to execute the whole work strictly in accordance with the said Tender.

I/We hereby solemnly declare that none of Our Partners Jointly or Severally or Our Firm / Company / Associates company have not been Black Listed by the Central Government or any State Government or It's Undertaking.

I/We hereby further declare that, if the above Declaration is found untrue, G.M.D.C. Ltd. shall be entitled to take any action against us severally and or individually or our firm / Company, In this regard in any manner that may deem fit by G.M.D.C.

Thanking You

Yours Faithfully

[Name and Signature & Stamp]



On Bidder's Letter Head

DECLARATION II

FROM:

Date:

To,

Sr. Manager (Civil) Gujarat Mineral Development Corporation Limited
[A Government of Gujarat Enterprise]
Nr. University Ground, 132 Ft. Ring Road
Vastrapur, Ahmedabad 380 052

SUB: Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022

Request for proposal (RFP) through e-Tender from reputed contractors for work of Annual Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh.

Dear Sir,

I/we have carefully gone through and clearly understood the Tender notice, details to be furnished along with technical bid, plans, specifications and conditions of contract for the above mentioned work, do hereby Tender to execute and complete the whole work strictly in accordance with the said plans and specifications and conditions of contract at the rates set out in the priced schedule and quantities attached hereto.

I/we agree to finish the whole work as per instructions within mentioned time limit as per NIT from expiry of fifteen days from the date of issue of Letter Of Intent or actual commencement of the work whichever is earlier.

I/We have deposited as EMD Rs. 41,900/--by D.D. along with the technical bid in your office which amount is not to bear any interest and my/our do hereby agree that this sum shall be liable to be forfeited by the GMDC at its sole discretion, in the event of your accepting my /our Tender and my/our failing to execute the contract when called upon to do so.

It is understood by me /us that the lowest or any Tender will not necessarily be accepted and that no reason shall be given for such non acceptance

I/We agree to keep our offer valid for 180 days or for a further period as would be desired by the GMDC, from the date of the opening of the Price bid. We agree to all the terms and conditions of the technical bid.

Thanking You

Yours Faithfully

[Name and Signature & Stamp]



On Bidder's Letter Head

SPECIMEN OF PRE RECEIPT BILL

This is in reference to your communication dated regarding full and final settlement of work related to as per work order /agreement /LOI dated In this regard , we here by accept an amount of Rs. towards full and final settlement . After receipt of the same we will not claim any amount in future from GMDC in respect of above mentioned work. This pre receipt is issued as full and final settlement of our claim for Rs. as finalized by GMDC .

Date:

Authorised Signatory

Place:



On Bidder's Letter Head

NO DEMAND CERTIFICATE FORMAT

Ref:
From:
To

Date:

Sr. Manager (Civil)
Gujarat Mineral Development Corporation Limited
[A Government of Gujarat Enterprise]
'Khanij Bhavan',
Nr. University Ground, 132 Ft. Ring Road
Vastrapur
Ahmedabad 380 052

SUB: Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022 - work of Annual Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh.

Dear Sir,

We _____ hereby certify that we have received the payment of all our bills in full and final settlement of our claims in respect of **Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022**- work of Annual Contract for a period of one year for Up keeping, Cleaning and Housekeeping work at township premises located at Akrimota thermal power station, village- Nani Chher , Tal: Lakhpat, Dist- Kutchh.

The payment received by us is in full and final settlement of our all the claims towards the amount with respect to the work under reference.

Hence, we do not have any outstanding claim against GMDC for the work under reference. We shall not claim any further amount from GMDC in future, either one way or the other.

This certificate is given without any prejudice and in the presence of two witnesses.

Signature & Address of

Witnesses

(1) _____

Signature & Stamp of the Firm

(2) _____



Tender No- 23/ATPS/HOUSEKEEPING WORK /TOWNSHIP /2022

SCHEDULE OF DEVIATIONS

Bidders shall indicate / bring out all Commercial & Technical deviations, clause by, clause in this Schedule, but any commercial deviation will not be accepted by GMDC. If the Schedule is not submitted duly filled in, the bid will be considered as incomplete. (In case of 'NO DEVIATION' the Schedule be submitted mentioning 'NO DEVIATION'). If nothing is mentioned than it will be considered that bidders have "no deviation"

Sr.No. Clause No. Deviation Justification

i) Commercial Deviations For: -

ii) Technical Deviations for

The Bidders hereby certifies that there is no deviation from the purchaser's specification.

Name of firm:

Signature of Bidder:.....

Name of Bidder:.....

Designation:.....

Date:.....

Seal of the Company/ Firm



BIDDERS ARE REQUESTED TO FILL THE FOLLOWING DETAILS

Format for RTGS / NEFT Payment

| | |
|-------------------------------|--|
| Name of the party and address | |
| PAN No. | |
| Name of Bank And Address | |
| Account No. | |
| Type of Account | |
| IFS Code of the Bank | |
| MICR Code of the Bank | |
| GSTIN No | |

I hereby declare that the above information is true and correct and I hereby authorize GMDC LTD to make the payment through RTGS/NEFT facility in the above mentioned Bank Account. Bank commission / Bank charges may be recovered from our payment.

(Name and Signature of the Proprietor /Partner/

Authorized Person of the Contractor)

Date:

Place: