

- 9. PART – 1 (Technical Bid):** (All the Technical Documents Scanned copies should be uploaded online)

Pre-Qualification Criteria (POC)

- a) The bidder should possess a valid PAN card.
- b) The bidder should be a company registered under the Indian Companies Act, 1956, with an average annual turnover of not less than 6.5 crores during the previous three financial years (2019-20, 2020-21 & 2021-22). The bidder must participate as a single entity. No consortium or group of companies will be allowed to participate in the tender. Any deviation from the said norm will be considered as a breach of contract and NITIE - Mumbai will have non-negotiable liberty to take necessary action against such activities.
- c) The bidder should have all statutory registrations like GST/EPF/ESI etc.
- d) The bidder must enclose Income Tax Returns for the last 3 years 2019-20, 2020-21 & 2021-22
- e) The Bidder should neither be blacklisted by any Government Department, nor should any criminal case be registered/ pending against the bidder or its owner/ partners anywhere in India. A duly completed notarized certificate to this effect is to be submitted.
- f) The Bidder should give self-declaration certificate for unconditional acceptance of all the terms and conditions of the tender. A certificate to this effect shall be submitted.
- g) Copy of Undertaking by the bidder shall be submitted as per Annexure I.
- h) The bidder should produce satisfactory credentials and experience of performing work of similar nature, i.e., Housekeeping services, of one single job of the value of Rs 1,28,00,000 or two jobs each of minimum value of Rs. 96,00,000 or three jobs each of minimum value of Rs. 64,00,000 in Govt. Semi-Govt./ Autonomous Bodies/PSUs/ Corporate Sector in a single year during any of the last five years.
- i) The Average Annual Turnover of the firm during the previous three financial years (2019-20, 2020-21 & 2021-22) should be at least Rs. 6.5 crores. Self-attested copies of IT return and audited copies of Profit and Loss A/c statement and Balance Sheet shall be submitted.
- j) Fresh Solvency certificate from scheduled or nationalized bank for Rs. 64,00,000 only is to be submitted.
- k) The bidder should have at least five years experience in Govt./Semi-Govt./ Autonomous Bodies/ PSUs/ Corporate Sector
- l) The bidder should have at least two (2) present operational contracts in the relevant

field of Housekeeping services.

- m) The bidder, if selected, shall be the single point of contact with NITIE - Mumbai and shall be solely responsible for the execution and delivery of the work.
- n) The bidder should have all relevant facilities and logistics available to execute the work.
- o) Any revelation at a later stage regarding suppression of facts will be considered as a breach of contract and the Institute will have the full liberty to take appropriate action against the bidder concerned.

N.B.: If there is any deficiency in the Statutory or Non-Statutory documents, the tender will be summarily rejected. During evaluation, the committee may summon bidder and seek clarification/ information of additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable to rejection.

Price Bid Details

- a) Price Bid in the prescribed format available with the tender document shall be uploaded after filling all relevant information. The price bid should be uploaded strictly, failing which the offer is liable to be rejected. Kindly quote our offer for NITIE - Mumbai inclusive of all taxes and charges.
- b) Conditional bids / offers will be summarily rejected.
- c) Nil or Negative quote in price bid shall be treated as unresponsive and shall be rejected.
- d) Vendors should quote prices in price bid only, offers indicating rates anywhere else shall be liable to rejection.
- e) **Bidders are advised to go through the details of the price bid very carefully before submission. They will have the liberty to quote only for the following columns in the price bid.**

(A) Service Charges only on wages

It is to be noted that none of the above columns shall be left blank. Also, NIL or negative quote in any of the above columns will render the bid unresponsive and shall be rejected. Bidders may also note that if the bid quoted in any of the above columns is abnormally low in combination with the elements of the Price Bid and which raises concerns about the ability of the bidder to provide the desired services, NITIE - Mumbai may seek clarifications, and may ask for price break-up, as to how the bidder intends to provide the desired services. If after evaluation of the clarifications given by the bidder, NITIE - Mumbai feels that the bidder has failed to demonstrate successfully his ability to perform the required services, NITIE - Mumbai may reject the bid/proposal.

At any time before the last date of submission of bids, NITIE - Mumbai may amend this tender notice by issuing an addendum or corrigendum in writing or by standard electronic means in the Institute's website under Tenders Section. The bidders are advised to check the website of the Institute regularly. If the amendment is substantial, the bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by NITIE - Mumbai. The Institute has the right to cancel or modify this tender notice. Even though bidders may satisfy the above requirements, they may be disqualified if:

- a) They have made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures to this document;
- b) There is any record of poor performance such as abandonment of work, not properly completing the contract or financial failures/ weaknesses, non-compliance with statutory requirements etc.
- c) Confidential inquiry reveals facts contrary to the information provided by the bidder

➤ **Instructions to Bidders**

Bidders are required to enroll on the <https://gem.gov.in/>.

Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorized certifying agencies recognized by CCA India.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process.

One valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log into the site through the secured log-in by entering their respective user ID/password and the password of the DSC.

Stage 1: The bidders have to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

1. Online Bid Submission Procedure:

1.1.Cover-1: The file should be saved in a PDF version and should comprise of the following items:

- Document -1: Duly completed scanned PDF of PAN Card
- Document-2: Duly completed scanned PDF of Registration Certificate Details
- Document-3: Duly completed scanned PDF GSTIN
- Document-4: Duly completed scanned PDF of EPF Registration
- Document-5: Duly completed scanned PDF of ESI Registration
- Document-6: Scanned copies of Income tax returns for the last three years 2019-20, 2020-21 & 2021-22
- Document-7: Scanned PDF of (Technical Bid) Annexure 'A' duly signed and stamped on each page
- Document-8: Duly completed scanned PDF copy of Annexure –E (Uniform & Liveries)
Duly completed scanned PDF copy of Annexure-J (Undertaking by Bidder)
Duly completed scanned PDF copy of Annexure –K (Declaration regarding near relatives)
Duly completed scanned PDF copy of Annexure-O (Cleaning materials)

- Document-9: Duly completed scanned PDF copy of Annexure –G (Letter of Consent)
- Document-10: Duly completed scanned PDF copy of Annexure-H (Tender Acceptance letter) Sheet
- Document-11: Duly completed scanned PDF copy of Annexure-I (Undertaking by Bidder)
- Document-12: Scanned copies of documents in support of the bidder should produce satisfactory credentials and experience of performing (Supply of manpower) of one single job to the value of Rs. 1,28,00,000 or two jobs each to the value of Rs. 96,00,000 or three jobs each to the value of Rs. 64,00,000 in Govt./ Semi-Govt. Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector in a single year during any of the last five years.
- Document-13: Scanned copies of tender document duly signed on each page and stamped.
- Document-14: Scanned copies of documents of the Average Annual Turnover during the previous three financial years (2019-20, 2020-21 & 2021-22) should be at least Rs. 6.5 crores. Copies of duly audited and self-attested Profit and Loss A/c and Balance Sheet are to be submitted.
- Document-15: Documents in support of fresh Solvency certificate from scheduled or nationalized bank for Rs. 64,00,000/-
- Document-16: Scanned copies of documents of bidder should have at least five years' experience in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Corporate Sector.
- Document-17: Scanned copies of documents in support of at least two (2) present operational contracts in the field of Housekeeping services.

1.2. Cover-2: The BOQ (price bid) should be downloaded from the website and should comprise the following items:

- Document-1: Financial bid in XLS version filled with all relevant information.

Evaluation of Bids.

- **Stage-1: Technical suitability of the bidders will be evaluated as per Pre-Qualification Criteria (PQC)**
- **Stage -2 Only those bidders who fulfil stage 1 criteria will be considered eligible for stage-2**

Stage 2: Technical evaluation will be carried out based on the documents submitted by the bidder as per Technical Bid (Annexure A): Following parameters carrying total 100 marks be used to evaluate the Bidder's technical credentials.

Sr. No.	Particulars	Marks breakup		Allocation of Marks		
				Min	Max	Actual
1	Average Annual Turnover of the previous three financial years 2019-20, 2020-21 & 2021-22	6.5 to 10 crores	10	10	20	
		>10 to 15 crores	15			
		> 15 crores	20			
2	Total experience of the Firm	5 to 7 years	5	5	15	
		7 to 10 years	10			

		> 10 years	15			
3	Number of years of experience of the Firm in relevant area. i.e., Housekeeping services in Govt./ Semi- Govt./ Autonomous Bodies/ PSUs/ Corporate Sector.	2 to 5 years	15	15	25	
		>5 to 10 years	20			
		>10 years	25			
4	Present operational contracts in the relevant field of supply of manpower.	2 to 3 contracts	10	10	20	
		4 to 5 Contracts	15			
		>5 contracts	20			
5	Online Presentation	Presentation	20	10	20	
	Total marks of Stage-2 Evaluation	Maximum Marks	100			
		Qualifying Marks	50			

(N.B: The Bidders may please note that for online presentations, link will be sent to the bidders who qualify Stage I of the bid evaluation process. The names of such bidders will be displayed in the Institute's website www.nitie.ac in under Tenders section)

I final score for technical bid are based on the following method:

$$\text{Normalized Technical Bid Score} = \frac{\text{Marks obtained in Technical Bid} \times 10}{\text{Highest marks of Technical Bid}}$$

For example, consider total marks obtained in technical evaluation by three bidders A, B & C are as follows:

Bidder	Total Marks of Technical Evaluation
A	80
B	55
C	90

Thus, the technical scores for the bidders would be as follows:

Bidder	Technical Score (TS)
A	8.89
B	6.11
C	10.00

➤ Stage – 3: Financial Bid Evaluation

The Institute will open the financial bids of the bidders who score minimum of 50% marks in stage 2.

The financial bids will be evaluated as below.

Final score for financial bids is based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest quoted \%} * 10}{\text{\% quoted by the bidder}}$$

(Price is inclusive of GST)

For example, consider the three bidders A, B & C quoted the following % including GST

Bidder	% quoted by the bidder
A	4.25
B	3.85
C	6.55

The financial score of the bidders would be as follows (rounded off to two places after decimal).

Bidder	Financial Score (FS)
A	9.06
B	10.00
C	5.88

➤ **Stage 4: Combined Evaluation and Successful Bidder.**

The score of technical proposal would be given 60% weightage, and the financial proposal would be given 40% weightage. The weighted combined score of the Technical score (TS) and Financial Score (FS) shall be used to rank the bidders on the basis of the formula as given below:

$$\text{Combined score} = 60\% * \text{TS} + 40\% * \text{FS}$$

For the given example, the normalized Combined Score would be as follows:

Bidder	Technical Score (TS)	Financial Score (FS)	Combined Score (0.6*TS+0.4*FS)	Remarks
A	8.89	9.06	8.95	Winner
B	6.11	10.00	7.67	
C	10.00	5.88	8.35	

The successful bidder will be the one who has the maximum combined score in Stage -4 (For example, Bidder A will be the successful bidder who has quoted 4.25%)

It may be noted that if after combined Evaluation at Stage -4, two or more bidders have the

same score, then the bidder having the highest Technical score will be the winner.

The purpose of the selection process spelt out above is to get the services which combine optimally the quality and price.

PGP HOSTEL

Annexure A

TECHNICAL BID

Sr no.	Descriptions	Information to be filled by the tenderer (if required separate sheet may be enclosed)	
1.	Name and address of firm/ agency with complete contact details		
2.	Type of organization (whether proprietorship, partnership, private limited, limited company)		
3.	Name and address of the Directors, Proprietor/partners		
4.	No. of years of experience of the Firm		
5.	No. of years of experience of the Firm in the area of Housekeeping Services		
6.	Details of registration of the Firm	R. No.	Copy enclosed Y / N
7.	Income Tax Returns for the last three financial years (attach copies) 2019-20, 2020-21, 2021-22	Copy enclosed Y / N	
8.	Average annual turnover of the agency during last three financial year (attach copies) 2019-20, 2020-21, 2021-22	Copy enclosed Y / N	
9.	Details of EPF & EST registration (attach copies)	EPF Regn. No.:	Copy enclosed Y / N
		ESI Regn. No.:	Copy enclosed Y / N
10.	GST No./ Certificate	No.:	Copy enclosed Y / N
11.	PAN No.	No.:	Copy enclosed Y / N
12.	Details of Earnest Money	DD No.:	
		DD/Banker's Cheque	
		No.:	

		Drawn on Bank: OR cop of transaction details Y/No	
13.	Any other information		

(Documentary evidence in support of the above facts are to be provided by the bidder)

Present Operational contracts in the field of Housekeeping Services:

S/No.	Order Description	Name of Client	Work Order No.

Work Order copies are to be enclosed by the bidder in support of the above information.

List of major clients of having performed Housekeeping services in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Corporate Sector

Sr. No.	Name of Client with contact details	Work Order No.	Period of Contract		Value of Contract in Rs.
			From	To	

(Work Order copies should be enclosed by the bidder as documentary evidence)

13. Check list of documents to be uploaded along with Technical Bid Annexure 'A'

Sr.No.	Description of document	Yes/No	Enclosed at Page No.
1	Scanned copy of PAN Card		
2	Company Registration Certificate		
3	Scanned copy of GST Registration Certificate		
4	Scanned copy of EPF Registration Certificate		
5	Scanned copy of ESI Registration Certificate		
6	Income Tax Returns for the last three years (2019-20, 2020-21, 2021-22)		
7	Scanned copy of Technical Bid (Annexure A) duly signed and stamped on each page		
8	Scanned copy of Certificate regarding not blacklisted.		
9	Scanned copy of Tender Acceptance Letter (Annexure H)		
10	Scanned copy of Undertaking by the Bidder (Annexure I)		
11	Scanned copies of documents in support of satisfactory credentials and experience of performing (Housekeeping services) of one single job to the value of Rs. 1,28,00,000 or Two jobs each to the value of Rs. 96,00,000 or Three jobs each to the value of Rs. 64,00,000 in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Corporate Sector in a single year during any of the last five years.		
12	Scanned copies of tender document duly signed on each page stamped		
13	Scanned copies of documents of the Average Annual Turnover during the previous three financial years (2019-20, 2020-21, 2021-22) should be at least Rs. 6.5 crores Copies of duly audited and self-attested Profit and Loss A/c and Balance Sheet are to be submitted.		
14	Scanned copies of documents in support of fresh Solvency certificate from scheduled or nationalized bank for Rs. 64,00,000/-		
15	Scanned copies of documents of Bidder should have at least five years' experience out of which at least two years should be in the area of Housekeeping Services in Govt./ Semi-Govt./Autonomous Bodies/ PSUs/Pvt. Sector/ IT Sector.		

16	Scanned copies of documents in support of at least two (2) present operational contracts in the field of Housekeeping Services.		
17	Number of years' of experience in relevant area, i.e., Housekeeping works in Govt./ Semi-Govt./Autonomous Bodies/ PSUs/Pvt. Sector/ IT Sector.		

Annual Turnover during last three years

Sr. No.	Years	Annual Turnover in Rupees (in figures and words) Please attach supporting documents	Copy enclosed/ Not enclosed
	2019-20		Y/N
	2020-21		Y/N
	2021-22		Y/N

Please enclose copies of IT Return, duly audited Profit & Loss A/c statement and Balance Sheet for the last three financial years.

Undertaking

I hereby certify that all the information furnished are true to the best of my knowledge, I have no objection to the Institute verifying any or all the information furnished in this document with concerned authorities, if necessary.

I also certify that I have understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

**Signature of the authorized signatory of the agency
Official seal/Stamp**