



VOLUME-I

TECHNICAL BID FOR

**REQUEST FOR PROPOSALS FOR STATION HOUSEKEEPING WORKS AT
GANDHINAGAR CAPITAL RAILWAY STATION, INVITED BY GANDHINAGAR
RAILWAY AND DEVELOPMENT CORPORATION LTD. (GARUD)**

Office of Industrial Extension Bureau (iNDEXTb)
Computer Centre, Block No. 15/1
Udhyog Bhavan, Sector 11,
Gandhinagar - 382 010 Gujarat
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(1) **Name of Project :** **REDEVELOPMENT OF GANDHINAGAR CAPITAL RAILWAY STATION ALONG WITH THE DEVELOPMENT OF 318 ROOMS 5-STAR HOTEL IN AIR SPACE ABOVE RAILWAY STATION AT GANDHINAGAR**

(2) **Name of Work :** HOUSEKEEPING (INCL. PEST CONTROL) WORKS AT GANDHINAGAR CAPITAL RAILWAY STATION, INVITED BY GANDHINAGAR RAILWAY AND DEVELOPMENT CORPORATION LTD. (GARUD)

(3) **Tender Dates :**

| | | | | | | |
|---|---|-----|------------|---|-------|------|
| A | Bid Document Floating Date | Dt. | 01.06.2022 | & | 13.00 | Hrs. |
| B | Bid Document Submission End Date | Dt. | 14.06.2022 | & | 16.00 | Hrs. |
| | Pre-Bid Meeting (Mandatory) | Dt. | 04.06.2022 | & | 12.00 | Hrs. |
| | Employer Response to Queries | Dt. | 07.06.2022 | | | |
| C | Last Date & Time of Online (Nprocure) submission oftender | Dt. | 14.06.2022 | & | 16.00 | Hrs. |
| D | Last Date & Time of physical submission | Dt. | 14.06.2022 | & | 16.00 | Hrs. |
| E | Last Date & Time of tender opening | Dt. | 14.06.2022 | & | 17.00 | Hrs. |

MEMORANDUM OF WORKS IN BRIEF

- (1) **Estimated Cost excluding GST** Rs. 66,18,704
- (2) **Earnest Money** 1% Rs. 66,187.04
- Tender Fee** Rs. 2400
- (3) **Validity period of tender offered** . 120 days from the end date of downloading Bids.
- [4] **Security Deposit**
- (i) Performance Bank Guarantee of Schedule Bank 5.0% Rs. 3,30,935.20
- (ii) To be deducted from bills 2.5% Rs. 1,64,467.60
- (iii) In the form of small savings or Narmada Bonds (of minimum one-year time limit) 2.5% Rs. 1,64,467.60
- (5) **Time period for Annual Maintenance Contract for the captioned work from the date of issuance of LoA.** 1 Year
- (6) **Other details**
- (i) Mode of quoting rates in Schedule of items to be carried out In figures as well as in works. Item Rate to be quoted for each item.
- (ii) Tender Inviting Authority Joint Managing Director
- (iii) Tender Opening Authority Joint Managing Director

1. Invitation to Bid

1.1 INTRODUCTION TO PROJECT

Gandhinagar, the capital city of the state of Gujarat, is an emerging hub for international business conventions. With the coming up of the Gujarat International Finance Tech (GIFT) City in Gandhinagar, the city is also expected to take off as a key International Finance Centre on the lines of Dubai, Singapore and Hong Kong.

With a view to build capacities within the city to accommodate this expected growth, the Government of Gujarat, in collaboration with the Indian Railway Station Development Corporation (IRSDC) has incorporated a Special Purpose Vehicle - Gandhinagar Railway and Urban Development Corporation (GARUD) [the “Employer”] to utilize vacant land and airspace in the vicinity of the Gandhinagar Capital Railway Station to develop a state of the art five-star hotel consisting of 318 rooms. Gandhinagar Railway and Urban Development Corporation Ltd. (GARUD) is a joint Venture Company incorporated on January 5, 2017 between Government of Gujarat (GOG) and Indian Railway Stations Development Corporation Ltd. (IRSDCL) under provision of the Companies Act, 2013. GARUD has also been entrusted with the additional responsibility to operate and maintain, in addition to the proposed hotel, the Gandhinagar Railway Station, the Mahatma Mandir and Helipad Exhibition Ground facility for a period of 45 years. This is a fast-track project and has been completed and is currently under operations.

GARUD has appointed M/s. Hotel Leela Ventures Ltd. an established and renowned hospitality group as Operations and Management (O&M) Contractor to manage the 318-room 5-Star Hotel and Mahatma Mandir.

GARUD now intends to appoint a **housekeeping agency (Incl. Pest Control)** to carry out the Station Cleaning and upkeeping works of the Gandhinagar Capital Railway Station on regular basis for **1 year.**

About the above, proposals are invited from renowned Housekeeping agencies with a proven track record of providing quality Housekeeping services to various reputed clients in the state or outside to bid to provide Housekeeping services to The Gandhinagar Capital Railway Station.

In case the Bidders need any further information about the project or desire to inspect any other document related to the project or want to visit the site they are requested to put the details at the time of pre-bid meeting for its clarification. No query shall be entertained after pre-bid meeting.

Bids are invited Online (Nprocure) in two bid system(e-tendering). Bidders are requested to submit Technical bid offline at the address mentioned in **2.1 Tender Notice** and shall be shortlisted on basis of statement of qualification and experience in handling similar nature and size of work as per the prequalification requirement. Qualification requirement specifying financial capacity, technical, minimum acceptable levels with regards to Bidders experience in relevant project and other related factors such as work on hand, other commitments on that time frame and litigation history as given and described will be evaluated first and those qualification criteria will be considered for further evaluation. Technical Proposal, which is not considered substantially responsive, will be rejected.

It may please be noted that the tenderer will read carefully the face sheet and 'General Rules and Directions '.or the guidance of contractor's of this form.

(ii) GARUD reserves the Right to reject any or all tender(s) without assigning any reason (s) therefore

The employer shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and delivery of bids, including costs and expenses related to visits to the sites, preparation and making of presentation, etc.

Technical forms, tender fee and EMD and other required documents in original, must be delivered at the above stated in 2.1 Tender Notice address by RPAD/Speed Post/Courier only, not later than, as specified in the notice. **Hand Delivery will not be accepted.** Bids must be accompanied by an Earnest Money Deposit of and Tender Fee. Deposits and Fees shall be in a form of Demand draft drawn on any Nationalized & scheduled Banks, payable at Gandhinagar, drawn in favor of **Joint Managing Director, Gandhinagar Railway and Urban Development Corporation Ltd (GARUD).** Scanned copy of DD of Tender Fee and EMD shall be submitted in electronic format Online (Nprocure). Technical Proposal not containing the Bid Security will be out-rightly rejected. Loose papers/Spiral bound shall not be accepted and outright rejected. Hardbound copy only shall be accepted.

Technical Bids will be opened in the presence of bidder's representatives who choose to attend, at the above address on, as specified in Notice.

All Bidders participating as a Limited Company, Firm will have to attach a valid Power of Attorney in the name of the person who signs the bid. Bidders will also nominate and authorize the person/s who will attend various meetings such as opening of Technical and Financial Bids. Persons other than such nominated and authorized persons shall not be permitted to attend and participating tender events. ,a legal document of Memorandum of Understanding shall be attached.

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2. Form OF Tender

The tender is for Housekeeping works (Incl. Pest Control) of The Gandhinagar Capital Railway Station (Both old and new premises). The tender process is aimed at selecting suitable bidder only. The work will be awarded to a responsive bidder whom the Evaluation Committee finds suitable after screening process and presentation.

2.1 Tender Notice

Important Contract data is summarized as under:

| | | |
|--------------------------------------|---|---|
| Name of work | : | Request for proposals for station Housekeeping works (incl. Pest Control) at Gandhinagar Capital railway station, invited by Gandhinagar Railway and Development Corporation Ltd. (GARUD) |
| Estimated project Cost. | : | Sixty Nine Lakh Forty Three Thousand Two Hundred and Six Rupees for ONE year. |
| Source of Funds | : | Gandhinagar Railway and Development Corporation Ltd. (GARUD) |
| Area/ District Covered Under the Bid | : | Gandhinagar District, Gujarat State. |
| Type of work | : | Housekeeping Works (Incl. Pest Control) for Gandhinagar Capital Railway Station. |
| AMC Period | : | 1 (one) Years including holidays/rainy days from the date of project award/signing of LOA. |
| Communication/Contact | : | GARUD Office of Industrial Extension Bureau – iNDEXTb, Block No. 15, 1st Floor Udyog Bhavan, Sector 11, Gandhinagar 382 010 |
| Downloading of Bid documents | : | |
| Place of downloading documents | : | Online (Nprocure) tendering |
| Tender Fees | : | Rs. 2400/-INR (Rupees Two thousand Four Hundred only) in form of Demand Draft In favor of Joint Managing Director, Gandhinagar Railway and Urban Development Corporation Ltd (GARUD). |
| Earnest Money Deposit | : | EMD amount is Rs. 66,187.04/- INR |
| Form of EMD | : | By Demand Draft Payable at Gandhinagar In favour of “Joint Managing Director, Gandhinagar Railway and Urban Development Corporation Ltd (GARUD).” |

| | | |
|--|---|---|
| Bank solvency | : | Solvency certificate of a Bank or a Revenue Officer of an amount upto 20% of the tendered cost plus the amount of works on hand still to be executed will have to be produced by the agency. |
| Bid Validity | : | 120 Days |
| Pre-Bid Meeting | : | 04/06/2022 at 12.00 hrs. |
| Site Visit | : | Mandatory (Bidders Own Cost) Before Pre-Bid Meeting bidders has to visit the site for Review the work. |
| Physical Submission DD of Tender Fee, EMD, Solvency etc in original and other documents require in hard copy incl. Technical Bid, (Submission will be Hard Bound Hard copy only) | : | Bidder should submit documents in physical in accordance with relevant clause by registered post, courier or speed post so as to reach to following address on or 14/06/2022 before 16.00 hrs. If these physical documents are not received in stipulated date and time of submission, bidders shall be disqualify and financial bid of that bidder shall not be open Joint Managing Director, GARUD Office of Industrial Extension Bureau – iNDEXTb, Block No. 15, 1st Floor Udyog Bhavan, Sector 11, Gandhinagar 382 010 |
| Price-Bid Online (Nprocure) Submission | : | 14/06/2022 at 16.00 hrs. |
| Technical Bid Opening | : | 14/06/2022 at 17.00 hrs. |
| Opening of the Financial Bids | : | Price bid will be opened after technical bid evaluation |
| Opening of Price-Bids | : | Joint Managing Director, GARUD Office of Industrial Extension Bureau – iNDEXTb, Block No. 15, 1st Floor Udyog Bhavan, Sector 11, Gandhinagar 382 010 |
| Security Deposit | : | Rs. 3,30,935.20 (Three Lakhs Thirty Thousand Nine Hundred Thirty Five only) 5% of the estimated project amount |
| Performance Security | : | Rs. 3,30,935.20 (Three Lakhs Thirty Thousand Nine Hundred Thirty Five only) 5% of the estimated project amount |
| Language of Contract | : | The language of the Contract document is English |
| Law | : | The law which applies to the contract is the Laws of the Union of India |
| Currency | : | The Currency of the Contract is Indian Rupees |

3. Introduction to the Bidder

| Sr. | Description |
|-----|--|
| A | Introduction |
| B | Bidding Document |
| C | Preparation of Bids |
| D | Submission Of Bids |
| E | Technical and Financial Bid Opening and Evaluation |
| F | Award Of Contract |

A. Introduction

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) is a nodal office promoting investments in the state of Gujarat, on behalf of Government of Gujarat, invites bids for Contract Document for selection of bidder for station cleaning works at Gandhinagar Capital railway station,, in accordance with the requirements specified in the Bid Document.

3.1 Source of Funds

The fund for the project shall be provided by the Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

3.2 Scope of Works

3.2.1. Housekeeping Services - Broad Outline:

This scope of work essentially indicates Housekeeping services (Incl Pest Control) pertaining to upkeep & ensure smooth working of the station.

A. Manpower

Scope - To Provide and maintain proper & efficient housekeeping services (Incl. Pest Control) in the premises by deploying sufficient number of trained, experienced and competent personnel.

- Carry out day to day activities required in Housekeeping that includes cleaning and maintaining the premises, maintaining log books etc.

B. Materials, Consumables & Spares

- All the consumable material such as material required for cleaning of Floor areas, Vertical finishes, Roof arches, Roof ceilings, Glass areas, Doors, windows, Rolling shutters, Railings, False ceilings, False floorings, Concrete surfaces, Pavements, Kerb stones, walls, Pillars, Hand rails, Mirrors, Ceramic / concrete Jalli etc., will be covered by the Bidder.

The works are to be carried out in the following areas:

1. Station floors (Old and New) and Platforms including all offices, waiting halls, first aid room, art gallery etc.
2. Concourse Floor
3. Artificial Roof Turf (including drains) at station canopy
4. Sanitary Areas
5. Subways
6. All Railway Tracks
7. Garden Areas
8. Parking Areas and Roads
9. Open Areas near and at Station.
10. Station Roof on both side of the building (Incl. MS Frame/members, Kalzip Roof from below and above)
11. Staircases, elevators
12. Water tanks,

The Standard Cleaning Services and Procedures includes :

1. Sweep Clean
2. Washroom Cleaning
3. Vacuuming
4. Trash Removal
5. Glass Surface Cleaning
6. Window Glass Cleaning
7. Sanitizing
8. Dusting & Wiping
9. Scrubbing
10. Inspections

3.2.2. Pest Control :

| General Pest Control Services & Frequency | | | |
|--|---------------------------------|------------------|------------------|
| S. No. | Service | Frequency | Remarks |
| 1 | Rodent management service | Daily | |
| 2 | Cockroaches' management service | Weekly | Daily monitoring |
| 3 | Ant management service | Weekly | Daily monitoring |
| 4 | Lizard management service | Weekly | Daily monitoring |
| 5 | Mosquito management (Spraying) | Daily | |
| 6 | Mosquito Management (Fogging) | Daily | |

| | | | |
|----|---------------------------------|---------------------------------------|------------------|
| 7 | Flies management (Spray) | Daily | |
| 8 | Flies management (Cold fogging) | Weekly | Daily monitoring |
| 9 | Spider prevention service | Weekly | Daily monitoring |
| 10 | Termites treatment | Affected areas | |
| 11 | Honey Bee comb removal | As per requirement at additional cost | |
| 12 | Snake prevention service | Weekly | Daily monitoring |

3.3 AMC Period

The bidder can start mobilizing his all resources and start cleaning work as mentioned in “Scope of Works” within seven days after receiving LOI. The work is planned to be executed for a period of One Year including Sundays, holidays, festivals and the period is based on performance of the bidder. This may be extended further, based on the performance of the Agency however, Gandhinagar Railway and Urban Development Corporation Ltd. (GARUD) decision will be final in this regard. The bidders shall submit with the bid, the project implementation plan in form of detailed methodology with work plan including detail schedule/Manuals of Housekeeping works.

3.4 Project Implementing Agency

JOINT MANAGING DIRECTOR, GANDHINAGAR RAILWAY & URBAN DEVELOPMENT CORPORATION LTD., GANDHINAGAR or any other authorized representative of GARUD shall be overall in-charge of the project and will be responsible for the monitoring, reviewing the progress, and bill payments. Payment will be made by GANDHINAGAR RAILWAY & URBAN DEVELOPMENT CORPORATION LTD. (GARUD), GANDHINAGAR on the basis of recommendation and certification by Engineer-in-Charge for the project / Professional Advisor / PMC appointed by JOINT MANAGING DIRECTOR, GANDHINAGAR RAILWAY & URBAN DEVELOPMENT CORPORATION LTD., GANDHINAGAR.

3.5 Bidder’s Responsibility on Selection, Contract Award and Execution

Site Visit is mandatory as per schedule mentioned in Contract data. The bidder shall visit and study the site situation and try to integrate the existing structures constructed at proposed venue, interact with Gandhinagar Railway & Urban

Development Corporation Ltd. (GARUD), check- up the various elements of the Housekeeping works proposed which is required for the work mentioned in scope. He shall also study the system of payment and other related conditions, basic technical criteria, etc. before submitting the bid. No extra payment will be done to bidder/bidder for the said procedure done.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) assures all participants for the contract that adequate financial resources are available to cover the financial requirements and funds are available to meet the disbursement needs of the execution contracts in accordance with the provisions of tender documents.

The bidder shall be responsible for total/complete day to day housekeeping works as applicable.

The bidder shall utilize optimally the landscape available for cleaning of various components of the work and cost all components and allied works of the Project. The details of the costing shall form part of the proposal.

Obtaining and maintaining all statutory permission required (If Applicable, Any to be obtained from Central, State or Local statutory authorities for the day-to-day activities related to the housekeeping works shall be the responsibility of the bidder. Gandhinagar Railway and Urban Development Corporation Ltd. (GARUD) shall provide the required authorization and assistance to obtain approvals. The documentation and other any requirement for obtaining such approvals shall have to be done by the Bidder at his own expenses.

The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the Project. No kind of damage to existing structures, surrounding area, equipments etc.. If found any, the contractor has to rectify the same without any extra cost.

For completing all forms, schedules, etc., the bidders shall use only the forms etc. provided in the bidding documents. Bids submitted in any other format or Xerox copy of Gandhinagar Railway and Urban Development Corporation Ltd. (GARUD) bidding documents shall be rejected forthright without assigning any reasons. GARUD reserves the right to accept/reject such bids.

The Bidder shall furnish documentary evidence by way of copies of work order, proof of completion, and balance sheet or audited financial statements including Profit & Loss Account etc .along with the Bid to establish Bidder's conformance to Qualification criteria. All supporting documents, pertaining to experience criteria submitted by Bidder shall be certified true copies duly signed, dated and stamped by an official authorized for this purpose.

Bids are invited under a single stage–Two Bid System

PART-I TECHNICAL BID: -This bid contains two parts sealed covers which will contains,

Cover 1 Part- A. Containing Bid document Fee & earnest money deposit- To be submitted physically at office address.

Cover 2 Part-B. Containing technical data including bidder's technical proposals containing work methods, approach for housekeeping works, experience details etc. to be submitted physically at office address.

PART-II FINANCIALBID: -This bid contains Financial Bid and its supporting Price Bid. To be submitted online only.

Bidding procedure is Online (Nprocure). Bidders are requested to submit two envelopes, simultaneously, one sealed envelope containing Bid document Fee & earnest money deposit as in PART-A, second sealed cover having technical data including bidder's technical proposals containing work methods, approach for housekeeping works, experience details etc., as in PART-B. Both envelopes shall be placed in main large envelop and sealed with super scribing the envelope with name of work i.e. Tender for ' Selection of Bidder for station cleaning works at Gandhinagar Capital railway station, invited by Gandhinagar Railway and Development Corporation Ltd. (GARUD). And shall be submitted to:

Joint Managing Director,

Office of Industrial Extension Bureau (iNDEXTb) Computer Centre,

Block No. 15,

1st Floor Udhog Bhavan,

Sector 11, Gandhinagar - 382 010 Gujarat

Email: garud.gandhinagar@gmail.com

3.6 One Bid Per Bidder

Each bidder shall submit only one bid.

3.7 Data/Assistance/Facilities to Be Made Available by Gandhinagar Railway & Urban Development Authority (GARUD)

1. Gandhinagar Railway & Urban Development Authority (GARUD) or its authorized officer shall enter to agreements with the successful bidder on the basis of the Contract finalized at the bidding stage.
2. Gandhinagar Railway & Urban Development Authority (GARUD) shall provide access to the successful bidder throughout the period of the agreement, for reference to all available records, maps,

drawings, reports and other technical data in its possession to assist the successful bidder in the execution of the work.

3.8 Eligible Bidders

After the bids have been received as per terms and conditions, the bids, which do not contain prescribed amount of EMD or/and tender fees, their tender papers shall be returned back unopened for which no objection shall be entertained. Those bids, which fulfill the criteria, shall only be opened.

All recipients of the bid documents for the purposes of submitting a bid shall treat the contents of this document as private and confidential.

Gandhinagar Railway & Urban Development Authority (GARUD) reserves the right to accept or reject any or all bids without assigning any reason thereof.

3.9 Qualification of the Bidder

To be qualified for award of Contract, bidder shall have to fulfill following requirements: -

3.9.1 ELIGIBILITY:

(A) Joint Venture/ Consortium is not allowed.

3.9.2 QUALIFICATION CRITERIA: -

A. ANNUAL TURN OVER

The average annual turnover in previous five financial years including current financial year up to the date of opening of bid, at least 50% of the advertised value of the bid. The tenderers shall submit Certificates to this effect which may be an attested Certificate from the concerned department / client and/or Audited Balance Sheet duly certified by the Chartered Accountant etc. ii. For arriving at updated value, turnover of any financial year shall be multiplied by the enhancement factor corresponding to that year. These enhancement factors shall be as given as per clause 3.9.4 Enhancement Factor.

B. SUCCESSFUL EXPERIENCE

Bidder must have, as prime contractor or as nominated (approved by employer) sub- contractor, successful experience of Housekeeping works, for any Important Building like, Exhibition halls /Conventional Centers/Institutional buildings/Education Institutes/Airports/Five-star Hotels/Hospitals etc. Said projects should preferably have Railway Station or Airport.

It must be as follows.

- i. Three similar works costing not less than the amount equal to 40% of advertised value of the bid, or
- ii. Two similar works costing not less than the amount equal to 50% of advertised value of the bid, or
- iii. One similar work costing not less than the amount equal to 80% of advertised value of the bid.

C. BID CAPACITY

The bidder must have availed Bid capacity (ABC) more than the amount put to tender.

$$ABC=2xAxN-B$$

Where,

- A is the maximum of updated total amount of work executed in any one year of the last five financial year i.e. from 31.03.2017 to 31.03.2022
- N is the number of years prescribed for completion of the proposed work.
- B is the amount of the existing commitments and ongoing works to be discharged during time interval of N year from the bid due date.

3.9.3 OTHER REQUIREMENTS: -

The successful bidder shall submit a power of attorney authorizing the signatory of the bid to sign and execute the contract.

The bidder shall have to provide PAN no. under income tax act, GST Number and other necessary documents.

The bidder shall provide a valid EMD acceptable to Employee

The bidder/bidders shall also submit his methodology and work plan for housekeeping works.

Bidder/bidders must be agreed to all the conditions as mentioned in Tender.

3.9.4 ENHANCEMENT FACTOR:

Following enhancement factor will be applied to annual turnover and completion cost of works to bring them to the base year. The current financial year in which bid is invited shall be considered as the base year.

| Year | Financial year | Enhancement factor |
|------|----------------|--------------------|
|------|----------------|--------------------|

| | | |
|-----------------------------|-------------|------|
| Base year of invitingtender | 2021 - 2022 | 1.0 |
| -1 | 2020-2021 | 1.1 |
| -2 | 2019 -2020 | 1.21 |
| -3 | 2018 -2019 | 1.33 |
| -4 | 2017 -2018 | 1.46 |
| -5 | 2016 -2017 | 1.61 |

3.10 Assurance

The successful Bidder shall be required to give satisfactory assurance of his ability and intention to complete the works pursuant to the award of the Contract, within the time set forth therein and according to the terms, conditions and specifications as set out in this document.

3.11 Site Visit.

Bidder is advised to depute a suitable team to visit the site to fully understand the job and ascertain the difficulties that may be encountered during housekeeping works and for obtaining all information for himself on his own responsibility that may be necessary for preparing the bid and entering into Contract. The site visits shall be entirely at bidder's own expense. Study of existing site information/inventory list is mandatory.

For the purpose of the visit the interested bidder may contact any of the officials at the address given in Contract data.

3.12 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid and Gandhinagar Railway & Urban Development Authority (GARUD) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

3.13 Bidding Documents

The Bidder is expected to carefully examine the Bidding Documents, including all instructions, forms, terms, conditions, Annexures, Appendices etc. as given in the Bid document. There shall be a presumption on the part of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), that the Bidder has read all the documents in their entirety and the Bid Offer has been made and presented accordingly.

The details of work, bidding procedure, contract terms are prescribed in the bidding documents. The Bidding documents include the following volumes, together with any Amendments/Addenda there to which may be issued in accordance with this Clause.

All the pro forma attached with the document shall be filled in by the interested bidder.

3.14 Pre -Bid Meeting

A prospective bidder requiring any clarification of the bidding documents may notify Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in writing at Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s address indicated in this Bid. Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will respond to any request for clarification which he receives prior to holding of Pre-Bid Meeting. Copies of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s response will be forwarded to all recipients of the Bid documents, including a description of the enquiry but without identifying its source.

Pre-bid meeting shall be as per given in tender notice/concern information, Joint Managing Director, GARUD, Office of Industrial Extension Bureau (iNDEXTb) Computer Centre,

Block No. 15, 1st Floor Udhog Bhavan, Sector 11, Gandhinagar - 382 010 Gujarat.

It will be essential for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify any issues related to bid and related works.

The purpose of the meeting shall be to clarify issues and to answer questions on any matter that may have been raised by the prospective bidders in writing and received by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s office.

Any modification of the bid document, which may become necessary as a result of the pre-bid meeting, will be made by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) exclusively through the issue of an Addendum / Corrigendum pursuant to relevant clause.

The Addendum / Corrigendum will be published on the website(s) where the original tender is uploaded and made available for reference to prospective bidders. No separate communication to bidding agencies having participated in the pre-bid meeting or any advertisement in the publications would be made. Prospective bidders will have to visit

the websites for addendum / corrigendum.

3.15 Amendment of Bidding Documents

Any modification of the bid document, which may become necessary as a result of the bid queries, will be made by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) exclusively through the issue of an Addendum pursuant to relevant clause.

At any time prior to the deadline for submission of bids, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment/addendum.

The purpose of the query shall be to clarify issues and to answer questions on any matter that may have been raised by the prospective bidders in writing and received by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)s office.

The amendment/addendum shall be part of the Bidding Documents pursuant to relevant Clause and shall be sent by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in writing by mail or by fax followed by copies by mail to all bidders who have received the Bidding Documents, and shall be binding on them.

The bidders shall duly sign and return the amendments/addenda along with their Bids, which shall form part of their Bids and there after shall become an integral part of the contract.

In order to afford prospective bidders reasonable time in which to take the amendment/addenda into account in preparing their bids, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may, at its discretion, extend the deadline for the submission of bids.

C. Preparation OF Bids

3.16 Language of Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall be written in the English language. Supporting documents and printed literature furnished by the bidder may be written in another

language, provided these are accompanied by a translation of its pertinent passages in English. Failure to comply with this condition may disqualify a bid. For purposes of interpretation of the bid, the English translation shall govern.

3.17 Documents Comprising the Bid

The bid prepared by the bidder shall comprise the following documents:

- a. Tender Fee and EMD (Online (Nprocure) & physical submission)
- b. Technical Bid (Online (Nprocure) & physical submission of forms sufficing the requirement and supporting documents)

Price Bid will be Online (Nprocure) only.

3.18 Hard Copy of Supporting Documents

The Bidder shall submit hard copy of supporting documents required for technical qualification and financial qualification after putting his signature as per the instructions given elsewhere in this document. All hard copy documents must be hard bound. Bidder should submit documents in physical in accordance with relevant clause by registered post, courier or speed post so as to reach to following address on or before, as specified in NIT. If these physical documents are not received in stipulated date and time of submission, bidders shall be disqualified and financial bid of that bidder shall not be open.

3.19 Clarification of Bidding Documents

In case the bidders need any further information about the Project or desire to clarify any other terminology or information related to the Project or want to visit the site they are requested to contact any of the following officers at the address given below:

| Sr. No. | Name | Designation | Address | Phone | Email |
|---------|-----------------|--------------------------------|---|-----------------|--|
| 1. | P.M Chaudhary | Joint Managing Director, GARUD | Office of Industrial Extension Bureau (iNDEXTb), Block No. 15, 1st floor, Sector 11, Gandhinagar 382010 | 079-23256593/94 | garud.gandhinagar@gmail.com |
| 2. | Ramanjeet Gupta | Senior Manager | Office of Industrial Extension Bureau (iNDEXTb), Block No. 15, 1st floor, Sector 11, Gandhinagar 382010 | 9978408939 | garud.gandhinagar@gmail.com |

Railway & Urban Development Corporation Ltd. (GARUD) Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall not be binding on Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). Corrigendum shall automatically become an integral part of the contract to be executed with the successful Bidder.

3.20 The Bidder shall submit with its bid the following attachments:

- a. Earnest Money Deposit: Furnished in accordance with relevant clause of Contract data.
- b. Power of Attorney: a power of Attorney authorized by a Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and thus that the bid is binding upon the bidder during the full period of its validity in accordance with relevant clause.
- c. Bidder's Eligibility and Qualifications:
 - i. Details of any significant changes in the bidder's management or financial position since furnishing information when applying for (Failure to disclose such changes, if revealed later, may render) the Tender liable to be treated as "Non-responsive" at the Bidder's risk and cost.

3.21 Bid Validity

The bid shall remain valid for a period of 120 days from the due date for submission of bid, as specified under relevant clause of Contract Data after the deadline for submission of bid.

Any bid not secured in accordance with relevant clauses shall remain unopened by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) as non-responsive, pursuant to relevant clause.

3.22 Earnest Money

Earnest Money Deposit is Rs. 69,432.06/- (Sixty nine Thousand Four Hundred Thirty Two Rupees INR) tenderer may pay EMD up to Rs 50,000=00 in the form of DD/FDR validity period of not less than Six months, from any Nationalized or Scheduled Bank drawn in favor of "Joint Managing Director Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)". The amount of EMD in excess of 50,000.00 can be offered by the bidder, at his choice in the form of BG from any Nationalized or Scheduled Bank in favor of "Joint Managing Director Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)". The BG in such cases will be furnished in prescribed form given in this document. The Exemption Certificate shall have to be submitted

electronically through Online (Nprocure). If the bidder does not turn up to pay the Security Deposit and execute contract/agreement within 7 days (or extended) time after intimation to him about acceptance of his offer, the earnest money paid for this work shall be forfeited and such tenderer's tender shall be rejected and then according to aforesaid provision of tender, he will not be permitted to participate in the bids invited by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). For three years and action to blacklist the Bidder shall be initiated without delay.

The Earnest Money submitted in the form of Demand Draft shall need minimum validity of Six months from the date of Online (Nprocure) submission of tender by the bidder. Tender not supported with Earnest Money & documents and not submitted in electronic format (by scanning) while uploading the bid shall be rejected as NON- Responsive. If the tenderer modifies or withdraws his tender, the Earnest Money shall be forfeited and the tenderer may be disqualified from tendering for future works under the Government Departments.

The Earnest Money will be returned to the unsuccessful tenderers. The Earnest Money will be returned to the successful tenderer after he furnishes security deposit, performance security and duly enters into the contract.

Within ten days or within such time as may be decided by the Tender Inviting Authority from date of receipt of the letter accepting his tender, the successful tenderer shall furnish the required security deposit, performance security and attend the office of the Tender Inviting Authority for execution of the contract documents. If he fails to furnish the security deposit or execute the contract document, his Earnest Money shall be forfeited.

3.23 Security Deposit

The selected bidder shall deposit 2.5% of the estimated project amount in the form of FDR/Narmada bond from any Nationalized or Scheduled Bank drawn (in favor of Joint Managing Director, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)) at the time of issuance LOI as a security deposit within 7 days. The Security Deposit shall be valid up to 3 months after completion of the project. And which can be released after successful and satisfactory completion of the project after getting the completion report from Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

3.24 Performance Security

The Performance Security in form of BG, equal to 5 % of the estimated project

cost, in prescribed form given in this document, shall be provided by the Bidder to Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) at the time of signing of Agreement and shall be issued as per the given format and shall be issued from any Nationalized or Scheduled Bank. The Performance Security shall be valid till or until 3 months after completion of the project.

This shall be released after 3 months of successful and satisfactory completion of the project as well after getting the completion report from Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

3.25 Format and Signing of Bid

The Bidder shall prepare and submit the bid in original hard copy and hard bound. The bid shall be typed or written in indelible ink and shall be signed and dated by the bidder or a person or persons duly authorized to sign on behalf of the bidder with his valid stamp or seal. Such authorization shall be indicated by written Power of Attorney accompanying the bid. The person or persons signing the bid shall initial all pages of the bid where entries or amendments have been made. The name and position held by each person signing must be typed or printed below the signature.

The bid shall contain no alterations, interlineations, erasures or overwriting except those as necessary to correct errors made by the bidder, in case of occurrence such corrections shall be initialed by the person or persons signing the bid.

The bid shall be filled only by the firms (s) in whose name(s) the Bid documents have been issued. No bidder shall participate in the bid of another for the contract in any relation whatsoever.

If the bid is made by a limited company or a limited corporation, it shall be signed by a duly authorized person holding a Power of Attorney for signing the bid in which case a certified copy of the power of attorney shall accompany the Bid.

All pages of the bid, except for unimpeded printed literature, shall be initialed by the person(s) signing the bid.

All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be stated below their signatures.

All signatures in the Bidding Documents shall be dated.

D. Submission of Bids

3.26 Sealing and Marking of Bids

The sealed envelope shall be addressed and submitted to the office at the following address:

Joint Managing Director,
Office of Industrial Extension Bureau (iNDEXTb) Computer Centre,
Block No. 15, 1st Floor, Udhyog Bhavan,
Sector 11, Gandhinagar - 382 010 Gujarat
Email: garud.gandhinagar@gmail.com

No bid shall be accepted unless it is properly sealed and as a result, the delay caused if any shall not be considered.

If the packet and the envelope are not properly sealed and marked as instructed above, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall assume no responsibility for the misplacement or premature opening of the bid submitted. Any bid opened prematurely due to any reason/s (either during transit or through mishandling by the courier or messenger) will NOT be opened and will be straightaway rejected. No correspondence will be entertained in this regard.

Telegraphic bids or bids through fax shall be treated defective, invalid and will be rejected.

3.27 Deadline for Submission of Bids

The bids must be received by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) at the mentioned address as indicated in relevant clause, not later than the time and date as specified under the Contract Data.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with relevant clause, in which case all rights and obligations of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) and Bidders will continue to govern as per the original deadline for the extended period of deadline.

3.28 Late Bids

Any paper in support of hardcopy submission received by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) after the deadline for submission of bids prescribed in the Contract Data will not be taken into consideration.

3.29 Modifications and Withdrawal of Bids

The Bidder may modify or withdraw his bid until the date and time of the opening of the bid.

Withdrawal or Modification of a bid between deadline for submission of bids and the expiration of the original period of bid validity specified in bid form may result in forfeiture of the Bid Security.

E. Bid Opening and Evaluation

3.30 Opening of The Bids by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will open technical Bid, of all the Bidders in the presence of Bidder's authorized representative/s who choose to attend the opening. The same will be done at
Joint Managing Director,
Office of Industrial Extension Bureau (iNDEXTb) Computer Centre,
Block No. 15, 1st floor, Udhyog Bhavan,
Sector 11, Gandhinagar - 382 010 Gujarat
Email: garud.gandhinagar@gmail.com

The time and date for the above purpose are specified under relevant clause of the Contract Data at the same address.

Bidder's representatives shall sign a register as proof of their attendance. In the project of the specified date of bid opening being declared a holiday for Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), the bids shall be opened at the appointed time and location on the next working day, or otherwise intimated. The Bidder shall nominate maximum two representatives to attend the bid opening on his behalf. These nominated persons shall carry with them an authorization letter duly signed by the Bidder containing the signature of the nominated persons with relevant ID proof. No person other than nominated persons shall be permitted to attend Bid opening.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may waive at his discretion any minor informality or non-conformity or irregularity through bonafide mistake in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other Bidder. It may be noted that Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) reserves the right to take final decision about responsiveness of the Bidder and his decision cannot be challenged by the Bidder.

3.31 Information to be provided

Please fill up all the forms attached herewith providing relevant information with supporting documents.

- Please file organization chart of your company at Head office as well as at field level where Key Technical Personnel proposed for this work, with CV.
- Also provide technical proposal with detail technical specifications, item wise break up of costing along with the price bid.
- Name proposed as Technical Key personnel should not be changed or replaced during execution of the Event without prior permission of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

3.32 Opening of Price Proposals/Bid

The bidder's names, the Bid Prices, the total amount of each bid and discounts and such other details as Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may consider appropriate, will be announced and recorded by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) at the opening. The bidder's representatives will be required to sign this record.

If a price proposal is not substantially responsive, it will be rejected by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservations.

3.33 Contacting Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)

Subject to this clause, no bidder shall contact Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

Any effort by a bidder to influence Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s decisions in respect of bid evaluation or Contract award shall result in the rejection of that bidder's bid.

3.34 Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s Right to Accept Any Bid And To Reject Any / All Bids

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the

affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s action. Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) also reserves the right to modify the selection criteria without informing the bidders.

The tender is likely to be rejected if on opening it is found that:

- a. The bidder has not strictly followed the procedure laid down for submission of tender.
- b. Any page or pasted slips are missing.
- c. The bidder has not signed the forms and documents.
- d. The bidder has specified any additional condition.
- e. The bidders have not attached the addendum to the main tender form as stated in tender conditions.
- f. In case the technical proposal of bidder who has quoted lowest price and who has satisfied other criteria is not conforming to the stipulations made, the bidder without revising the cost shall modify the same to conform to the stipulations. If the bidder refuses to modify this then the tender shall be treated as non-responsive and rejected.
- g. The bidder has quoted financial offer anywhere other than specified in Financial Bid.

3.35 Process To Be Confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the award of a contract shall be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s, processing of bidders or award decisions may result in the rejection of the bidder's bid.

3.36 Clarification of Bids

To assist in the examination, evaluation and comparison of Bids, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may, at his discretion, ask bidder for of his Bid, including breakdown of the unit rates. The request for clarification and the response shall be in writing or by verbal, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the

correction of arithmetic errors discovered by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in the Evaluation of the Bids in accordance with relevant Clause

No Bidder shall contact Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) on any matter relating its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), it should do so in writing.

Any effort by the Bidder to influence Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s bid evaluation, bid comparison of contract award decisions may result in the rejection of the Bidders bid.

3.37 Correction of Errors

Bids determined to be substantially responsive will be checked by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) for any arithmetic errors Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a. Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- b. Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c. If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
- d. If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totaling.

However, the decision of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in this regard shall be final and binding.

The amount stated in the Form of bid for Price Proposal will be adjusted by Gandhinagar

Railway & Urban Development Corporation Ltd. (GARUD) in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

3.38 Comparison of Price Proposals

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will evaluate and compare only the bids determined to be substantially responsive in accordance with relevant clause.

If a discount has been offered in any Price Proposal, such discount will be applied pro-rata against each item, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) reserves the right to reject, at its sole discretion, any or all evaluated Price Proposals and if necessary, will call for submission of new Price Proposals. In order to allow comparison on a common basis, each Price Proposal will be carefully scrutinized in accordance with the relevant clauses.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) reserves the right to accept or reject any variation or deviation and other factors, which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), may not be taken into account in bid evaluation.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may require the bidder to produce detailed price analysis to demonstrate the internal consistency of those prices. Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may ask bidder to submit detail Rate Analysis and authentic supporting for the detail review before or/and after issuing of LOA.

F. Award of Contract

3.39 Notification of Award

Prior to the expiry of the period of bid validity, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall notify the successful bidder in writing by registered letter, (hereinafter called “Letter of Acceptance”) or by fax to be confirmed by the original letter, by registered by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). This letter (herein after and in the conditions of contract

called “Letter of Acceptance”) shall name the sum which Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will pay the bidder in consideration of housekeeping works by the bidder as prescribed by the contract (hereinafter and in the conditions of the contract termed “ the contract price”)

3.40 Signing of Contract

At the time of notification of award, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall send to the successful bidder, the Contract Agreement provided in these Bidding Documents, incorporating all agreements between the parties.

Within Two (02) days of receipt of the Contract Agreement, the successful bidder shall sign and date the Contract Agreement and return it to Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). Extension of the time contained in this clause shall be at the sole discretion of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). Failure on the part of Bidder to sign the contract agreement within the prescribed time shall empower Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) to cancel the Letter of Acceptance and take appropriate action against the contract including forfeiture of the ‘EMD” and security deposit and black listing of the bidder.

The person to sign the Contract Agreement shall be the authorized person as described in relevant clause.

It shall be incumbent upon the successful bidder to pay stamp duty on the Contract and all other legal charges for preparation of the Contract Agreement, as ruling on the date of execution of the Contract as specified in the Conditions of Contract.

4. General Conditions of Contract

4.1 Definitions

“**Contract**” means the Contract Agreement, the Bid, the Bidder’s Proposal, the Schedules, the Letter of acceptance, the specifications, the drawings, the schedules and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).

“**Letter of Acceptance**” means the letter of formal acceptance, signed by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), of the Letter of Tender, including any annexed memoranda comprising agreements between and signed by both

Parties. If there is no such letter of acceptance, the expression “Letter of Acceptance” means the Contract Agreement and the date of issuing or receiving the Letter of Acceptance means the date of signing the Contract Agreement.

“Bidder’s Equipment” shall mean all equipment, instruments, tools, machinery and other appliances and things of whatsoever nature required for the fulfillment of the Contract or of the Bidder’s Obligations, but not including those items which are intended to form, or which form part of the Facility.

“Governmental Authority” shall mean any Indian entity, authority or body exercising executive, legislative, judicial, regulatory or administrative functions, including, without limitation, any government authority, bidder, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), board, commission or instrumentality of Indian or any political subdivision thereof, court, tribunal, arbitrator or self-regulatory organization.

“Law” shall mean and include all the provisions of all Indian statutes, regulations, ordinances, codes, official or other standards, administrative or other rules, zoning and other plans and restrictions, building and other permits, judgments award and decrees of, or agreements with any Governmental, semi-Governmental as currently in effect or as may be in effect from time to time and /or as may be amended or supplemented from time to time.

‘Employer/Client means Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)

‘Bidder’ shall mean the bidder that has submitted the PQ Bid in response to PQ Document. The same also mean that the agency who is willing and bounded to do the said work as per all volumes of the tender without any conditions. It means the particular Person, Firm Corporation, J. V. Partners or the Company with whom the contract has been made for executing the works.

‘Pre-qualified Bidder’ shall mean the Bidder who has been pre-qualified

‘Bid’ shall mean the bid submitted by the Pre-qualified Bidder after issue of the Bidding Document.

‘Bidding Document’ shall mean the document issued to the Pre-Qualified Bidder for submission of their Bid.

‘Experience Criteria’ shall mean the minimum experience criteria related to requirement as defined in Eligibility & Pre-qualification Criteria.

‘Financial Criteria’ shall mean the minimum annual turnover criteria and other requirements mentioned in the ‘Eligibility & Pre-qualification Criteria’. Financial criteria

shall be applied in respect of bidding entity and not of the group where bidder is a part of group.

“Performance Guarantees “shall mean the List of Guarantees offered/provided by the Bidder in its Bidder Submission pursuant of the Bid Documents.

“Site “shall mean that specific area specified in the Bid Documents and shall include any other places as may be specifically designated by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) from time to time as forming part of the Site.

“Specifications” means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Works.

“Engineer-in-Charge (E.I.C.)” shall mean bidder employed by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) or Technical staff deployed by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) and shall obtain the specific approval of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)in respect to the following:

- Approving subletting of the work
- Granting claims to the bidder/ Bill certification
- Ordering suspension of the work
- Determining extension of time
- Waiving off the penalty and arranging the repayment of compensation for delay
- Issuing of Variation order
- Ordering any work/test beyond the scope of the contract
- Determining rates for the extra items/extra work
- Any variations in the contract condition

Periodic supervision the work and testing & examining any materials/components to be used or workmanship/compliances to guidelines employed in connections with the works.

‘Approved’/ ‘Approval’ means approved in writing.

‘Contract price’ means the total tender amount indicated in the letter of acceptance of tender and includes adjustments, if any, in accordance with contract conditions.

‘Drawings’ means the drawings referred to in the Volume II – Drawings and Specifications of Technical Bid, any modification of such drawings shall be approved in writing and such other drawings as may from time to time be furnished or approved in writing by the Engineer-in-charge/Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

‘Event ’ Any function/ VIP visit/ Inspection visits/ Inauguration shall be considered as an event.

'Supplementary works' means works that are found essential, incidental and inevitable during execution of main work.

'Week' means seven consecutive days.

The expression "work" or "works" where used in these conditions shall, unless, there be something in the subject or context repugnant to such housekeeping service to mean the work, or the works, contracted to be serviced under or in virtue of the contract.

Term **'Specification'** is used, apart from a specified standard specification, it shall mean the specification or plan prepared for a particular work as per the instructions to the bidder in executing that item of work.

Throughout these bid documents the term "Bid" and "Tender" and their derivatives (Bidder/tenderer, Bid/tendered," "bidding/tendering, etc.) are synonymous, the word "month" means a calendar month and the word "year" means a calendar year (365 days).

4.2 Interpretation

In interpreting these Conditions of Contract, singular also means plural, male also means female, and vice-versa. Headings have no significance. Works have their normal meaning under the language of the contract unless specifically defined. Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will provide instructions clarifying queries about the conditions of Contract. The conditions of Contract shall be read in conjunction all other documents forming of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

The documents forming the Contract shall be interpreted in the following order of priority:

- i. Contract Agreement
- ii. Letter of Acceptance
- iii. The said Bid and Appendix to Bid; the Tender Specifications
- iv. The General Conditions of Contract;
- v. The Priced Bid
- vi. Other documents forming part of the contract.

4.3 Contract Agreements

This contract shall come in full force and effect from the date of issue of Letter of Acceptance Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). The costs of stamp duties and similar charges (if any) imposed by law in connection with

entry into the Contract Agreement shall be borne by the Bidder/Bidder.

4.4 General Instructions During The Contract Period

The Bidder shall take full responsibility for the care of the facility and services from the date of issue of the taking over certificate for the whole of works until the date of completion of the contract period, when the responsibility for the care shall pass to Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

If any loss or damage happens to the facility/services or any part thereof Station, during the period, from any cause what so ever, the Bidder shall at his own cost rectify such loss or damage so that facility confirm in every respect with the provisions of the contract to the satisfaction of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).shall require the bidder to have full regard to the safety of all services/work upon the site. The decision of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) regarding damage/compensation through other shall be final and binding to the Bidder.

The Bidder will not be entitled to sub contract any part of his obligation to any third party without prior approval of Client

The equipment and tools required for the maintenance shall be provided by Bidder at his own cost.

Regular inspection shall be carried out on site by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). Preferably at end of every month to check the condition of the Station.

4.5 Events

Any Event/Programme that is declared by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) as High Profile Event/Programme will supersede all the normal terms and condition and all the instruction (verbally or telephonic or written) given by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) authorized person or Engineer in charge to get the extra staff or full staff of the bidder to be present and easily available on site as and when required shall have to be followed.

Date and time of such events will be declared or informed to the bidder in advance (For short duration events, 1-day advance and for long duration events, 2/3 days advance).

4.6 Conditions of Work

Efficiency, promptness, quality service, good behavior and politeness of the selected bidder and his staff are the essence of the contract. The selected bidder is required to supervise the house keeping works at all working hours.

The selected bidder shall engage fully trained and adequately experienced Staff.

All the staff shall be medically fit. They should be free from all infectious diseases.

The Selected bidder shall get his employees medically examined once in 6 months and obtain fitness certificates.

4.7 Management Meetings

The Bidder's Representative shall notify Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s Representative / Engineer In- charge at the earliest opportunity of specific likely future circumstances, which may adversely affect the work, increase the Contract Price or delay the house keeping works. Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s Representative may require the Bidder to submit an estimate of the anticipated effect of the future project or circumstances, and/or a proposal. The Bidder shall submit such estimate and/or proposal as soon as practicable. The Bidder's Representative shall co- operate with Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s Representative in making and considering proposals to mitigate the effect of any such circumstances, and in carrying out instructions of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s Representative.

4.8 Bidder's Equipment

Bidder's all equipment/tools/spares which are intended for use as a part of works under the contract shall be as per the requirements and fully functional during the contract period.

4.9 Electricity, Water and Other Facilities

Electricity and Water will be in the scope of selected bidder. He will arrange for other tools, equipment's and inputs required for the housekeeping works.

For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be effected from the selected bidder's bills and the material/item repaired or replaced at his cost.

Notwithstanding anything elsewhere provided herein the contract may be terminated if the Selected bidder does not within 7 (seven) days of notice in writing in this behalf rectify any defect in the maintenance, upkeep etc. of the premises and /or equipment to a state satisfactory to the Officer-in-Charge.

The bidder shall arrange separate meter for use of electricity at the station premises. All Expense related to consumption of electricity by the Selected Bidder shall be borne by the selected bidder only and no extra payment shall be made to the selected bidder for the said purpose.

If it is found that the Selected Bidder is using the electricity without separate meter anywhere in the premises then penalty as finalized by GARUD or its authorized representative shall be final and binding on the party.

4.10 Staff and Labour

Bidder's Superintendence

A reasonable proportion of the Bidder's superintending staff shall have a working knowledge of Gujarati and/or Hindi language, or the Bidder shall have sufficient competent interpreters available on Site during all working hours.

If the deputed workers on site are found less than the minimum as required in the tender stipulations, the payment will be done on pro-rata basis only for the staff who will be on duty on actual basis.

4.11 Measures Against Insect and Pest Nuisance

The Bidder shall at all times take the necessary precautions to protect all staff and labour employed on the Site from insect and pest nuisance, and to reduce the dangers to health and the general nuisance occasioned by die same. The Bidder shall provide his staff and labour with suitable prophylactics for the prevention of malaria and take steps to prevent the formation of stagnant pools of water.

The Bidder shall comply with all the regulations of the local health authorities and shall arrange to perform, the following but not limited to:

- Routine inspection service daily
- Every second day spray floors/ corners for mosquitoes
- Weekly fumigation of the station area including parking, roads, all open areas, toilets, offices, platform.
- The service shall be inclusive of all pests including wood destroying insects;
- Organic program shall maintain pheromone impregnated lure traps, (discretely placed throughout common areas and food serving eating areas).
- Provide a list of non-toxic chemicals used to perform the service Public areas should be sprayed with environmentally safe anti - bacterial compound.
- Drainage chambers should be treated with pesticide and anti bacterial compound
- Public areas of premises should be fogged with appropriate insect killer to

eliminate mosquitoes

4.12 Epidemics

In the event of any outbreak of illness of an epidemic nature, the Bidder shall comply with and carry out such regulations, orders and requirements as may be the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same.

4.13 Burial Or Cremation Of The Dead

The Bidder shall make all necessary arrangements for the transport, to any place as required for burial / cremation of any of his expatriate employees or members of their families/ animals who may die in the Country. The Bidder shall also be responsible, to the extent required by local regulations, for making any arrangements with regard to burial / cremation of any of his local employees who may die while engaged upon the Works.

4.14 Alcoholic Liquor Or Drugs

The Bidder shall not, otherwise than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation, sale, gift, barter or disposal by his agents, staff or labour.

4.15 Arms And Ammunition

The Bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

4.16 Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s Decisions

Except where otherwise specifically stated, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will decide the contractual matters between the Department and the Bidder in the role representing the Department.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) assumes responsibilities for

- i. Handing over the possession of site.
- ii. Making proportionate payment of work done of the acceptable standard within reasonable time.

4.17 Delegation

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may delegate any of his duties and responsibilities to other Officers and may cancel any delegation by an official order issued.

4.18 Action in Case of Breach of the Contract by the Bidder

1. Notices to Bidder:

If the Bidder fails to carry out any obligation under the Contract, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) may by notice require the Bidder to make good the failure and to remedy it within a specified reasonable time.

2. Termination by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall be entitled to terminate the Contract if the Bidder abandons the works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the contract.

Without reasonable excuse fails to proceed with the works as mention in the tender/bid/contract document, Sub contracts the whole of the Works or assigns the Contract without the required permission.

Becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or project occurs which (Under applicable Laws) has a similar effect to any of these acts or projects. Or

Gives or offers to give (directly or indirectly) to any person any bribe, gift, gratuity, commission or other thing of value, as an inducement or reward.

GARUD may also terminate the contract in its sole discretion and for any reason whatsoever by giving not less than 30 Days written notice to the selected bidder.

4.19 Action On Termination:

If the Bidder fails to take satisfactory corrective action within Three (3) days after receipt of such notice, the Engineer-in-charge on behalf of Gandhinagar Railway &

Urban Development Corporation Ltd. (GARUD) shall terminate the contract in whole.

In case, the entire contract is terminated, the amount of security deposit and retention money, together with the value of work done but not paid for, if any, shall stand forfeited to Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD). The equipment, spares, tools and materials, held under this clause shall then be at the disposal of the Engineer-in-charge to recover the amount equivalent to liquidated damages and Bidder shall be debarred from tendering future works of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) for three years from the date as fixed in all such cases.

4.20 Disputes & Law Governing Contract

Any disputes arising out of this order will fall under the jurisdiction of a competent court at Gandhinagar District court only. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of the Government of India and State Government.

4.21 Instructions to Bidder for Maintenance Work

No Damage in case shall be caused to the existing structure. The selected Bidder shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectification.

The bidder shall bear all costs associated with the preparation and submission of its bid, and Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in no case is responsible or liable for these costs, regardless of the outcome of the bidding.

4.22 Completion of The Contract

At the end of contract period, the Bidder shall be entitled to receive an completion certificate after the complete review done by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) /Engineer In-charge/Expert deployed by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

4.23 Work Done Records

Bidder will have to maintain proper records of work done for each and every activity Some of the records to be maintained are as follows.

- Deployment of manpower per day.
- Availability of Tools/Equipment/Consumables.
- Utilization of Tools/Equipment/Consumables.
- Stock details of Tools/Equipment/Consumables.
- Details of deployed materials and consumables carried per day as per schedule of work.

4.24 Photo Identity Cards For Staff

The selected bidder shall provide uniforms to all their staff engaged by them and deployed for Cleaning of GANDHINAGAR CAPITAL RAILWAY STATION duty at their cost no additional payment shall be made to the selected bidder for the said purpose. Each and every staff appointed by the selected bidder should have police verification certificate, carried out by the selected bidder.

Entry into GANDHINAGAR CAPITAL RAILWAY STATION by any bidder's personnel will be subject to issue of Gate Passes / identity card to such personnel for the purpose. Gate Passes shall be for a fixed period and shall be issued at the joint request of the bidder and the personnel of the bidder with respect to whom gate passes are sought, in the format prescribed by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) in this behalf to be jointly signed by the selected bidder and the concerned personnel.

Issue of Gate Passes shall be subject to the approval of Officer-in-Charge and such approval shall be subject to the selected bidder furnishing to the Officer-in-Charge, copy of letter of appointment issued by the bidder to each person with respect to whom the Gate Passes is sought, signed in acceptance by the persons to whom the letter of appointment is given.

Selected bidder shall be provided the photo identity card to all their staff and no additional amount shall be payable to the selected bidder for the said purpose.

The company should maintain a database of the identity card issued to its staff deployed at site.

Bidder to submit the current staff bio-data along with thumb impression working with them in hard and soft copy every week.

Identity card must be prominently displayed by staff while on duty.

During issue of the I-Card following steps to be followed:

- Serial number, Employee number & other details to be mentioned on I-Card, as per specimen below.

- Place of duty to be mentioned in BOLD LETTER. Entry and exit of the staff should be through one designated gate.
- The photograph on the I-card should be scanned (not pasted) and I-card should be computerized

Specimen copy of I card

Company name:

Company address:

Recent
 passport
 Size Photo

Phone No. _____ Sr.No. _

Name: _____ Emp.No:- ____

Date of Birth:- _____

Place of Duty:- _____

Date of issue: _____ Valid up to. _____

The Gate Pass may be withdrawn without assigning any reason.

The Gate Passes issued to the selected bidder's personnel shall not ordinarily exceed the number which will be communicated to him by the client from time to time except to meet emergent, casual or temporary requirements.

Prohibited items for use for which the notification is by the Government of Gujarat and/or Government of India shall not be used.

4.25 Safety Managements and Responsibilities

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the supervisor must be present on site at all times of work to carry out safety audit checks to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site.

The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working.

The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

Personal Safety:

Be responsible for own safety at all times. Wear appropriate protective clothing to ensure personal working safety is achieved. Make use of appropriate tooling at work so that industrial safety is achieved.

Overhead Wires, Cables and Transmission Lines:

Assume that overhead wires, cables and transmission lines are live at all times, and must not work near or on them.

Fire:

Know fire escape route. When fire alarm bell sounds, stop working immediately, switch off equipment being used and report the appropriate fire officer.

Authority to work:

The Contractor's supervisor is responsible for ensuring that the workers comply with the safety rules at work.

Ladder/Scaffolding:

All ladders/scaffolding in use must be of good construction and of adequate strength for the purpose of which it is used. These should be of non-conductive materials and secured to prevent under swaying a sagging. These should be properly maintained.

Accidents:

It shall be the sole responsibility of the bidder to adopt all the safety measures & deploy personnel who are adequately trained in safety.

If any accident occurs due to housekeeping services or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.

If any damage occurs to the structures/ material & equipment as well as rolling stock due to housekeeping services, the cost of damage will be recovered from the contractor's bill.

Safety:

Bidder shall adopt the necessary safety procedures to avoid any type of accidents to workers, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)'s

personnel, any other personnel & to avoid damages to structures.

Bidder shall ensure to provide the Hi-Visibility/ Reflecting Jackets to all working staff along with the supervisor.

No extra payment will be given for any kind of safety management.

4.26 Insurance of Labours:

The contractor shall indemnify GARUD against all actions, suits, claims & demands through or made against GARUD in respect of work of this contractor against any loss damage to GARUD in consequence of any action or suit being brought against the contractor for anything done or omitted to be done in execution of the work of this contract.

Insurance of Labours: The contractor shall be responsible to arrange for insurance of all labourers, skilled and unskilled, workers, supervisors etc., employed by him as per labour regulation of the State.

5. Special Conditions of Contract

5.1 List of Conditions

The essence of this contract is to provide Housekeeping services. The Station has adopted highest quality standards for all its activities and the bidder is required to render services meeting stringent standards.

Before attempting to fill the tender document, the bidder must visit GANDHINAGAR CAPITAL RAILWAY STATION to familiarize himself with the elements of services that are required to be rendered and to understand the quality levels of service and ascertain the difficulties that may be encountered during execution of works and for obtaining all information for himself on his own responsibility that may be necessary for preparing the bid and entering into Contract. The site visits shall be entirely at bidder's own expense. The bidder shall obtain certificate of visit from Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) which is to be submitted along with the bid documents.

Bidder shall take necessary safety measures to work where required. Bidder shall maintain first aid kit for emergency.

If there is any ambiguity or contradictory found/observed in the tender document between technical bid and financial bid, the bidder shall bring it to the notice of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) appointed by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) prior to pre-bid meeting.

Necessary arrangements for god owns and storage space for required works will be provided to the bidder.

Necessary changes/suggestions suggested by the Committee members during selection process or during execution of the works are to be incorporated at no additional/extra cost. Any change of work/deviation in case of quantity shall be as per the directions of Committee members/ Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

Bidder shall not, without the written sanction of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD), make any deviation in housekeeping work of entire venue.

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall communicate all changes, decisions, etc. in writing in as short time as possible for the better service.

If the Bidder fails to deliver required work as per agreed schedule or quality, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) can appoint other Agencies, Contractors and actual payment made to these agencies shall be debited to the Bidder.

The bidder must have registration No. under the Employees Provident Funds Misc. Provisions Act, 1952, and Registration No. under Employees State Insurance Act.

5.2 Intimation To Bidder

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall inform the Selected bidder of its requirement regarding services during events. 1-day prior intimation given for small scale Event (Event up to 2 days) 2/3 days' prior intimation given for large scale Events (Events for more than 2 days). All intimation [written / verbal] will be given to the selected bidder or his representatives by the Officer in Charge at Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) / GANDHINAGAR CAPITAL RAILWAY STATION.

5.3 Period Of Contract

The period of contract is ONE year. However, based on the performance of the successful bidder the contract can be extended further on the agreed terms and conditions at the absolute discretion of the client.

The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further, the selected bidder will not have any right

either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.

Upon termination of the contract (except termination due to illegality) Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall be entitled, at the risk and cost of the Selected bidder, to arrange for the housekeeping services for the balance period of the contract as contemplated in the scope of the work through an independent bidder or agencies and to adjust any differential amount thus incurred from the Selected bidder (in addition to any other amounts, compensation and damage that the Client is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the Selected bidder.

Further, the GARUD reserves the right to terminate the contract in its sole discretion and for any reason whatsoever by giving not less than 30 Days written notice to the selected bidder.

5.4 Quantum of Work

The work/ areas/ schedule given in Scope of Work in Volume I, Annexures, Appendices are indicative and may vary in actual course minorly. The selected bidder is therefore, advised to quote very carefully. No claim for compensation from the selected bidder shall be entertained due to any variation in quantities (irrespective of the quantum of variation) of the various items or deletion of any item(s).

5.5 Services For Special Occasion

If at any time during the existence of the contract the Client desires to utilize the services of the Selected bidder for any special occasion or otherwise at GANDHINAGAR CAPITAL RAILWAY STATION or within the municipal limits of the venue, the selected bidder will arrange the same at the rates to be mutually agreed upon (provided the items are outside the rates of items already included in the tender).

Similarly, in case the Client desires to include any new items in the contract for services the same will be negotiated with the selected bidder.

5.6 Penalty Clause

In event of failure in providing housekeeping services under the scope of the Contract due to the reasons attributable to the selected bidder, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) shall have the right to make the deductions as per following;

1. Whenever and wherever it is found that the service is not up to the mark or any non-compliance observed in any task as per enlisted scope of work, it will be brought to the notice of the successful bidder by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) or its authorized representative(s). The bidder will take all necessary action to comply with observation. If the observation is not complied with even after bringing it to the notice of the successful bidder then penalty will be imposed upon the successful bidder which is as below:

1.1. Penalty @ 1% of total monthly cost per complain shall be imposed on nonevent and 2.5% on Event Days.

1.2. If it happens second time in a month, then Penalty @ 2% of total monthly cost shall be imposed on nonevent days and 5% on Event days;

1.3. and for third time penalty @ 5% of total monthly cost shall be imposed on nonevent days and 12.5% on Event days.

In case of nonperformance or repeated failure by the selected bidders to adhere to the instructions of the GARUD or its authorized representative(s), the successful bidder may be terminated by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) the amount of security deposit and performance bond if any together with the value of the work done but not paid for, shall stand forfeited to GARUD. The plants, equipment and materials, available at the site then be at the disposal of GARUD to recover the amount equivalent to the liquidated damages.

2. If the deputed workers are found less than the minimum required as per tender stipulations on any day, 2 times salary per worker per day (Proportionate) will be deducted from bill for that particular day unless otherwise agreed by GARUD or its authorized representative(s). Moreover, Payment will be done only for the staff who will be on duty on actual basis.

3. If situation demands (Especially on Event days), selected bidder shall depute additional manpower at site as asked in relevant part of the tender. Failing which, a penalty of 3 times salary per worker per day (Proportionate) will be deducted from bill for that particular day of event unless otherwise agreed by GARUD or its authorized representative(s).

6. Payment Terms

6.1 Payment Terms

Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) hereby agrees to pay the amount of consideration of the contract including its professional services to

Bidder which is amount of the work order. The amount of work is inclusive of maintenance, supervising, services, any other taxes including sales tax, excise, full insurance for any risk prior to & during the period etc. but excluding GST. The above costs are subject to review as completion of the work.

Each of the services in the scope of works of Bidder shall be paid monthly with the work done plus reimbursable expenses as agreed upon (if any), the payments made to the Bidder are on account and shall be adjusted against the final amount payable. Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) will pay the Bidder basis after due verification of (and proof of working)

Such other documents as may be required by the Client to ensure that the selected bidder has duly complied with his contractual and statutory obligations.

Income Tax deduction will be made from "monthly" bills of the selected bidder as per rules and regulations in force under the Income Tax Act.

GST (if applicable as per rule) shall be paid separately on submission of documentary proof.

6.2 Escalation

There will be no escalation for the entire period of the contract (i.e One Year) and all rates shall remain fixed throughout the period of the contract (i.e One Year).

If the contract period (i.e One Year) is extended further the bidder shall be paid 5% escalation over and above the existing first year rate and if the contract is further extended for Third year bidder shall be paid 5%escalation over and above the second-year escalated rate.

If the contract period is extended for further two year, the rate of escalation for the extended two year beyond the third year will remain same as the rates of third year. The bidders intend this agreement to be a binding contract. No other rate escalation in any form/charges will be made to the successful bidder for difference of minimum wages/charges. Decision of Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) or its authorized representative(s) stands final on this matter.

6.3 Prices, Taxes, Duties

The Bidder should quote firm prices/ rates taking in to account of all Taxes, Duties, Levies, Personal Tax, Corporate Tax and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated under his contract and after wards no variation on any account unless otherwise

specifically mentioned will be allowed. The quoted prices for all the items should be excluding GST. GST will be paid extra by the Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) as may be applicable, on the actual payment due to the agency.

7. Qualification Criteria and Evaluation Procedure

The bids received under these Two Bid System shall be assessed and evaluated based on the qualification criteria and evaluation procedure prescribed hereunder

7.1 Assessment Of Bids

Bid applications should normally be assessed using a below mentioned process:

- Stage 1 - Preliminary screening
- Stage 2 - Detailed assessment
- Stage 3 - Opening of price bid

7.2 Following Prequalification Criteria Must Be Achieved

To be qualified for award of Contract, bidder shall have to fulfill following requirements: -

7.2.1 ELIGIBILITY:

(A) Joint Venture/ Consortium is allowed.

7.2.2 QUALIFICATION CRITERIA: -

A. ANNUAL TURN OVER

The average annual turnover of last five years including current financial year up to the date of opening of the bid, shall be preferred 50% of the advertised value of the bid. The tenderers shall submit Certificates to this effect, which may be an attested Certificate from the concerned department/client and/or Audited Balance Sheet duly certified by the Chartered Accountant, etc. For arriving at updated value, turnover of any financial year shall be multiplied by the enhancement factor corresponding to that year. These enhancement factors shall be as given as per clause 7.2.4 Enhancement Factor.

B. SUCCESSFUL EXPERIENCE

Bidder must have, as prime contractor or as nominated (approved by employer)

sub- contractor, successful experience of Housekeeping works, for any Important Building like, Exhibition halls /Conventional Centers/Institutional buildings/Education Institutes/Airports/Five-star Hotels/Hospitals etc. Said projects should preferably have Railway Station or Airport.

It must be as follows.

- i. Three similar works costing not less than the amount equal to 40% of advertised value of the bid, or
- ii. Two similar works costing not less than the amount equal to 50% of advertised value of the bid, or
- iii. One similar work costing not less than the amount equal to 80% of advertised value of the bid.

C. BID CAPACITY

The bidder must have availed Bid capacity (ABC) more than the amount put to tender.

$$ABC=2xAxN-B$$

Where,

- A is the maximum of updated total amount of work executed in any one year of the last five financial year i.e. from 31.03.2017 to 31.03.2022
- N is the number of years prescribed for completion of the proposed work.
- B is the amount of the existing commitments and ongoing works to be discharged during time interval of N year from the bid due date.

7.2.3 OTHER REQUIREMENTS: -

The successful bidder shall submit a power of attorney authorizing the signatory of the bid to sign and execute the contract.

The bidder shall have to provide PAN no. under Income Tax Act, GST Number and other necessary documents.

The bidder shall provide a valid EMD acceptable to Employee

The bidder/bidders shall also submit his methodology and work plan for housekeeping works.

Bidder/bidders must be agreed to all the conditions as mentioned in Tender.

7.2.4 ENHANCEMENT FACTOR:

Following enhancement factor will be applied to annual turnover and completion cost of works to bring them to the base year. The current financial year in which bid is invited shall be considered as the base year.

| Year | Financial year | Enhancement factor |
|-----------------------------|----------------|--------------------|
| Base year of invitingtender | 2021 - 2022 | 1.0 |
| -1 | 2020-2021 | 1.1 |
| -2 | 2019 -2020 | 1.21 |
| -3 | 2018 -2019 | 1.33 |
| -4 | 2017 -2018 | 1.46 |
| -5 | 2016 -2017 | 1.61 |

7.3 Preliminary Examination of Bids and Determination Of Responsiveness

The Employer shall then examine the bids to determine whether they are complete and satisfy the requirements of the Instructions to Bidders, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

A bid determined substantially non-responsive shall be rejected by the Employer and cannot subsequently be made responsive by the bidder by correction of the nonconformity.

Employer may waive at his discretion any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder. It may be noted that the employer reserves the right to take final decision about responsiveness of the bidder and decision cannot be challenged by the bidder.

7.4 Technical Evaluation

The Employer will carry out a detailed evaluation of the bids to determine whether the technical aspects are in accordance with the requirements set forth in the Bid Documents. The data called for the detailed evaluation is given in relevant clause in order to reach such a determination, the Employer will examine and compare the technical aspects of the Bids on the basis of the information supplied by the Bidders, taking into account the following factors;

- i. Overall completeness and compliance with the Employer's requirements; deviations from the Employer's Requirements to the Bid and those deviations not so identified; suitability of the works offered in relation to the environmental and climatic conditions prevailing at the Site; and quality, function and operation of any process control concept included in the Bid. That does not meet minimum acceptable standards of completeness; consistency and detail will be rejected for non-responsiveness.
- ii. Achievement of specified performance criteria by the works.

- iii. Any other relevant factors, if any, listed in the Bid Data Sheet, or that the Employer deems necessary or prudent to take into consideration.

7.5 Financial Capacity

1. **“Financial Statements”** consist of profit-and-loss statements, balance sheet, and if available, cash flow statements (also called “Sources and Applications of funds” statements).
2. **“Annual Turnover”**: Annual turnover of last five years (in equivalent type of works only) will be considered for evaluation. Income from “*contractual receipts*” only will be taken into consideration. The income such as Interest income, trading income will not be considered.

7.6 Documentation To Be Used And Referred

All applicants have to submit audited annual reports/financial reports of last five years (If Audited Annual Report is not available, Un-audited Annual Reports shall be accepted subject to duly authentication of Company Secretary of the Annual Reports). Firms that do not publish financial statements, such as partnerships, submit specially prepared statements. A qualified external auditor should certify such statements. Annual reports shall include the auditor's certification. Cash flow statements shall be submitted as a part of the post qualification data and technical bid. The ‘Bidder’ shall also submit copy of the returns of GST for last three years.

7.7 Overall selection

The evaluation committee shall decide the most capable Bidder based on the technical evaluation of papers, as per criteria. The financial bids of the qualified bidder shall be opened. Contract will be negotiated with the best-qualified- evaluated bidder. However Evaluation Committee and the Employer Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD) reserves the right to vary qualifying requirement without intimation to the bidders.

8. Tender Specifications

Standard Cleaning Services and Procedures are defined below. For all these services consumables (like brooms, cleaning cloth/sponges/wipes, mops, cleaning chemicals, etc.) will be provided by the bidder, including toilet paper, paper towels, and soaps for toilets. For cleaning chemicals/materials, bidder has

to use standard and widely used brands which will be approved by the Management. Utmost care must be taken to ensure no part of station is affected by the below mentioned procedures.

1. Sweep Clean

Sweep clean all floor areas including

- Damp Moping of all floors, sidewalls and entrance areas.
- Floors shall be free of dirt, mud, sand, footprints, liquid spills, and other debris.
- Chairs, trash receptacles, and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency may be higher than once per day. When completed the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
- After sweeping all floors, areas would be machine scrub cleaned.
- Sweep Clean of debris from passages, canopies, platform, subway, waiting room, departure arrival hall, other rooms, lifts, escalators and hose clean them during appropriate climatic and water use conditions as applicable and required
- Sweep Cleaning external areas like parking areas, areas near entry/exit, terraces, common roads, ramps, driveways, railway tracks etc., ensuring they are free of any loose trash/ fallen debris, animal waste, carcass etc.

2. Washroom Cleaning

- Scrubbing/cleaning of toilets, wash basins sanitary fittings, mirrors, Urinals, WC, glasses, etc.
- Disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries which include liquid hand soap, air fresheners, sanitary cubes, naphthalene balls, toilet paper, paper towels in all washrooms.
- Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material which are non abrasive in nature.

3. Vacuuming as applicable

- Appropriate type of vacuum cleaner would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, loose soil and debris.
- Any chairs, trash receptacles, and easily moveable items, shall be moved to

vacuum underneath, and then replaced in the original position.

4. Trash Removal

- Emptying all waste paper baskets from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic wastepaper basket linings and returning items where they were located. The plastic lining to be used should be eco-friendly. Plastic containers/polythene pouches in which milk products or any other eatables are generally sold will be disposed of as quickly as possible.
- All waste from wastepaper baskets will be collected and deposited in the building's waste containers provided by the corporation or statutory authority.
- Dry & wet garbage would be segregated and dumped into designated area within the premises.

5. Glass Surface Cleaning

- All glass surface of the premises would be cleaned using damp and dry method.
- Cabin doors, cabin partitions and glass accessories would also be cleaned. Removal of grease marks or fingerprints glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.

6. Window Glass Cleaning

- Interior & Exterior glass will be cleaned on both sides, throughout the building. Scaffolding to be used for cleaning at the heights

7. Sanitizing

- Paper bins, dust bins, instruments etc., would be cleaned and sanitized
- Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.

8. Dusting & Wiping

- Dusting & wiping light fixtures, ceramic/concrete jali, telephone sets and accessories, computers and accessories, static exhibits and wall paints, window sills and blinds, benches shall be free from dirt, grime, dust and marks.
- Cleaning of Louvres internally and externally.
- Dusting & wiping and damp cleaning of Portal Frame Structure.
- Removal of Cobweb from roof arch, roof ceilings, rolling shutters, louvres.

9. Scrubbing

- Scrubbing of all floor areas with scrubbing machines.

10.Stairs

- Hand rails and stair shall be cleaned on daily basis.

11.Common Areas

- Entrances, car parks, paving, paths, and the outside area of the station, garden area must be maintained so that no graffiti, debris, litter cigarette ends, dirt or spillages are apparent after cleaning.
- Empty all waste bins and replace in their original locations along with replacing the plastic lining which should be eco-friendly in nature. Clearing and cleaning of all storm water drains.
- Litter picking, cleaning of signages to be carried out at regular intervals.
- All hard paved areas to be cleaned periodically through appropriate mechanized machinery.

12.Inspections

- Supervisors should monitor activities of their staff to ensure that housekeeping is acceptable.
- Supervisors should develop an inspection checklist that is tailored to the individual work area. All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.

Pest control

13. Rodent Control:

- Bait to be put inside the bait station.
- Tracking powder to be put in suitable bait stations if required.
- Bait stations to be placed directly on runways where rodents are active. Some attractants to be put at the entryways if needed.
- Poison not to be put inside the area only mechanical and glue traps will be used.
- Proper map to be prepared with the location of the bait station.

14. Cockroach control:

- Bait gels to be used inside the premises where the roaches live. They are designed as an alternative food source.
- Bait to be used in a proper dosage as Overuse of bait gels could result in a repellent reaction by the roaches or resistance to the active ingredient.

15. Ants & other crawling insect Control:

- The spray to be done outside the premises to create a chemical barrier where the ants & other crawling insect are seen moving.
- Opening of the ant's nest in the garden or near vegetation to be treated.

16. Mosquitoes Control:

- Larvicide to be used in stagnant water areas where mosquito larvae may develop.

- The suitable insecticide to be sprayed at all locations where the adult mosquitoes rest inside offices, rooms, stores and bathrooms.
- Fogging treatment to be done in (outside) areas around the vegetation where the mosquitoes rest and hide.

17. Houseflies Control:

- All the garbage bins and any location where flies can lay eggs to be sprayed with insecticide/ larvicide.
- ULV fogging to be done using suitable insecticide.

18. Fogging treatment:

- Fogging to be carried out in the external surrounding of the structure within the compound area, & it will be executed during the dusk hours on daily basis to kill adult mosquitoes in the vicinity of the premises.

19. Cold Fogging:

- Cold fogging to be done inside the building like washrooms, offices, Meeting spaces etc.

20. Snake Prevention:

- The spray of suitable chemical to be done outside the premises to create a chemical barrier where snakes are seen moving, excluding snake catching

9. Qualification Data Sheets To Be Filled Up By The Bidder

| | |
|--|---------------------|
| 1. Obligation / Compliance to be insured by bidder | Annexure A |
| 2. Company details | |
| 3. General Information | Form-C1 |
| 4. Overall Organization Structure | Form- C2 |
| 5. Financial Statement | Form- C3 |
| 6. List of important Similar Project done in last five years | Form-C4 |
| 7. GST | Form-C5 (true copy) |
| 8. Audited financial statements | Form-C6 (true copy) |
| 9. History of litigation | Form-C7 |
| 10. Other financial data | Form-C8 |
| 11. List of manpower to be deployed | Form-P1 |
| 12. List of Assets to be deployed | Form-P2 |
| 13. Indemnity by bidder | Form-P3 |

Note:

1. If necessary, additional sheets may be added to the forms. Each page of each form should be clearly marked in the right top corner as follows: Form # page 1: Form #. Page 2.

2. Some of the forms will require attachments. Such attachments should be clearly marked as follows: Attachment 1 to Form # Attachment 2 to Form #. etc.

ANNEXURE-“A”

OBLIGATION / COMPLIANCE TO BE INSURED BY BIDDER

| Sr. No. | Items | Compliance of Bidder (To be filled by Bidder) | |
|---------|---|--|----|
| | | YES | NO |
| 1 | GST registration | | |
| 2 | Compliance of Workmen compensation Act | | |
| 3 | To ensure treatment in case of accident / injuries suffered in performance of work including wages and compensation under WC Act. | | |
| 4 | Send Accident report to Regional Labour Commissioner (RLC). | | |
| 5 | PF registration number. Detailed proof (with name list) of submission of PF in response to deployed staff is to be submitted by bidder. | | |

Note: In case of non-filling or 'NO' by bidder against any of the items above, the tenderer's offer will be summarily rejected and financial package will not be opened.

All individual bidder are requested to complete the information in this form. Nationally information should be provided for all client or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub agency for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors, if any.

The Bidder should have well-furnished and well established office, at Ahmedabad or Gandhinagar or if it is not available the selected agency should be ready to establish the office in Ahmedabad or Gandhinagar for this assignment.

| | | |
|----|--|---------------------------------------|
| 1 | Name of firm | |
| 2 | Type of firm: Proprietary/ Partnership/ Pvt. Ltd./Public Ltd/NGO | |
| 3 | Head office address: Whether Owned or Rented? : | |
| 4 | Local office address (if any): Whether Owned or Rented? : Attach approved plan of the office and ownership/possession deed | |
| 5 | Mobile: | Contact: |
| 6 | Landline: | Contact: |
| 7 | Facsimile: | Telex: |
| 8 | E-mail: | |
| 9 | Place of incorporation / registration: | Year of incorporation / registration: |
| 10 | Main lines of business: | |
| | 1. | Since: |
| | 2. | Since: |
| | 3. | Since: |
| | 4. | Since: |

Non-disclosure or wrong information/non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms

Signature of Tenderer

Overall organization structure

:

Form-C2

Give;

1. Overall organization chart of the bidder showing position of Managing Directors and HO organization
2. Give list of employees: technical and non-technical
3. Give list of sister-concerns, if any.

| | | |
|---|---|--|
| 1 | Name of Company | |
| | | |
| 2 | Capital | |
| | Authorized | |
| 3 | Issued & Paid up | |
| | | |
| 4 | Attach audited balance sheet and profit & loss statement. | |
| | | |
| 5 | Financial Position | |
| | Fixed Assets | |
| | Liquid or Movable Assets | |
| | Current Liabilities | |
| | Net Assets | |
| | | |
| 6 | Annual value of housekeeping | |
| | 2022-21 | |
| | 2021-20 | |
| | 2020-19 | |
| | 2019-18 | |
| | 2018-17 | |
| | | |
| 7 | Net Profit before Tax | |
| | 2022-21 | |
| | 2021-20 | |
| | 2020-19 | |
| | 2019-18 | |
| | 2018-17 | |
| | | |

| | | |
|----|---|--|
| 8 | Applicants financial arrangement for proposed work | |
| | Own resources | |
| | Bank credits | |
| | Others (specify) | |
| | | |
| 9 | Certificate of financial soundness from bankers of applicant together with their full address | |
| | | |
| 10 | Approximate value of works in hand | |
| | | |
| 11 | Value of anticipated orders for next financial year | |
| | | |

Note:

[1] Details of Item No.10 and 11 are to be given in Schedule 'E' & 'F'. Certified copies of actual audit report by chartered accountant for the financial year 2017-18 to 2021-22 shall have to be uploaded by scanning.

[2] Information asked against each item shall be carefully filled in any additional information shall be given separately duly signed.

[3] The above information supported by last financial year, balance sheet/ profit & loss account etc. must be audited by the C.A. & I.T.C. shall be furnished.

[4] The above information shall be supported with necessary documents otherwise the same shall be treated as null & void.

[5] Non disclosure of any information in this Schedule will result in disqualification of Tenderer.

Signature of Tenderer

| |
|---|
| List of important Similar Project done in last five years : Form-C4 |
|---|

Please finish information about the relevant projects completed over the last five years

| Sr. No | Name of Employer | Engineer responsible for supervision | Location and description of Project | Value of contract | Value of completed and certified | Date of Work Order |
|--------|------------------|--------------------------------------|-------------------------------------|-------------------|----------------------------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| | | | | | | |

NOTES:

1. Each of the listed Projects shall be supported with the copy of Work Order/Agreement
2. Attested satisfactory completion certificate from the employer indicating the scope of work and magnitude of work.
3. Copy of certified bill and detail of receipt of payments shall be attached.
4. At least 10 Photographs of the project serviced shall be attached.
5. Non disclosures of any information in the schedule will result in disqualification of the firm.
6. In case of private work sufficient authentic proof of work done. Along with evidence of financial transactions shall have shall have to be furnished.
7. List of works / projects on hand shall be attached as under.

| Sr.No | Name of Employer | Location and description of project | Value of contract | Period of execution |
|-------|------------------|-------------------------------------|-------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

If the company or firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

GST

:

Form-C5

Attach true copy of last three years GST's returns details

Audited Financial Statements

:

Form-C6

Attach true copy

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

| Year | Award for / or Against applicant. | Name of Client, cause of Litigation and matter of dispute. | Disputed amount in Rupees. |
|------|-----------------------------------|--|----------------------------|
| | | | |
| | | | |
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NOTE

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

Name of Applicant:

Applicants should provide financial information to demonstrate that they meet the requirements. Each applicant must fill in this form. If necessary, use separate sheets to provide complete banker information. A copy each of the audited balance sheet for the last five years should be attached.

| | | | |
|--------|--------------------|-----------------------|--|
| Banker | Name of banker: | | |
| | Address of banker: | | |
| | Telephone: | Contact Name & Title: | |
| | Facsimile: | TELEX: | |

Summarize actual assets and liabilities in INR for the previous five years

| Financial information in INR | Previous five years | | | | |
|------------------------------|---------------------|-----------|-----------|-----------|-----------|
| | 2021-2022 | 2020-2021 | 2019-2020 | 2018-2019 | 2017-2018 |
| 1. Total assets | | | | | |
| 2. Current assets | | | | | |
| 3. Total liabilities | | | | | |
| 4. Current liabilities | | | | | |
| 5 Profits before taxes | | | | | |
| 6. Profit after taxes | | | | | |
| 7. Depreciation | | | | | |
| 8. Net worth | | | | | |
| 9. Annual turnover | | | | | |

Specify proposed sources of credit line to meet the cash flow demands of the Project.

| Source of credit line | Amount in ₹ |
|-----------------------|-------------|
| 1. | |
| 2. | |
| 3. | |

Attach audited financial statements for the last five years (for the individual applicant)

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

Attach Certificate(s) issued by any Bank or Financial Institution for available credit to Bidder.

Give here list of technical manpower with names, qualification and other details to be deployed on site. Identify roles and their duties for completion of said works during entire project.

| Sr. | Name of person | Project Designation | Scope Area | Relevant Experience in Years | Qualification | Company designation |
|-----|----------------|---------------------|------------|------------------------------|---------------|---------------------|
| | | | | | | |
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Please attach CV of key Technical persons and Safety personnel

Proposed List of Assets T.E.P. to be Deployed : Form-P2

Please provide here the list of all the Tools, Equipment, to be deployed at site for entire work. This must be matching with Tools and Equipment sheet of Price Bid

| Sr. No | TEP Details | Capacity/ Size | Model (YYYY) | Quantity | Owned/To be purchased | Remarks |
|--------|-------------|----------------|--------------|----------|-----------------------|---------|
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- 1. The information provided above will be binding to the successful bidder.
- 2. Any change has to be authorized by Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD).

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non- Technical working on behalf of M/s will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. GANDHINAGAR RAILWAY & URBAN DEVELOPMENT CORPORATION LTD. (GARUD) or its authorized representative(s) will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure GANDHINAGAR RAILWAY & URBAN DEVELOPMENT CORPORATION LTD. (GARUD) and its authorized representative(s) that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of project.

I hereby declare that I am sole responsible on behalf of M/s..
 for giving such declaration.

Name of

Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier /Bidder

.....

Signature of Joint Managing Director, Gandhinagar Railway & Urban Development Corporation Ltd. (GARUD)

Form of Performance Guarantee Bond (Bank Guarantee)

(The date of this bond must not be prior to the date of the instrument in connection with which it is given).

_____ Principal (Contractor)

_____ Surety (Scheduled or Nationalised Bank)

_____ Sum of bond (express in words and figures)

_____ Contract No. and date of contract

KNOW ALL MEN BY THESE PRESENTS, THAT WE, THE PRINCIPALS AND SURETY above named are held and firmly bound upto the hereinafter called the Employer in the amount stated for payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents subject to the provisions of which the aforesaid Contractor on demand and without demand on a claim being made by the Employer.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principals have entered in to a contract with the Employer numbered and dates as shown above and hereto attached for the execution of work

NOWHEREFORE, it the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original terms of the said Contract and any extensions thereof that may be granted by the Employer with or without notice to the surety and during the life or any guarantee required under the contract and shall also well and truly perform and fulfill all the Undertakings, covenants, terms, conditions and agreements of any all duty and unduly authorized modifications of said Contract that may hereafter be made, notice of which modifications to the surety being hereby waived or shall pay over, make good and reimburse to the Employer all loss and damages which the employer may sustain by reason of failure or default on the part of said Principal so to do.

We _____ further agree that the guarantee herein Contained shall remain in full force and effect during the period that would be taken for the validity of the said Contract, and that it shall continue to be enforceable till all the dues of the employer under or by virtue of the Contract have been fully paid and its claims satisfied or discharged or till the Employer certifies that the terms and conditions of the Contract have been fully and properly carried out by the said Contractor and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals on the date indicated above the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representatives, pursuant to authority of its governing body.

In the presence of witness individual Principal

1 _____ as to _____ (Seal)

2 _____ as to _____ (Seal)

3 _____ as to _____ (Seal)

4 _____ as to _____ (Seal)

by _____ affix Corporate Seal

Attested Corporate surety

Business address

Affix by _____ corporate Seal

Title

For and on behalf of the Employer

BANK GUARANTEE

Where as M/s. _____ (hereinafter called the Tenderer) is desirous and preferred to tender for works in accordance with the terms and conditions of tender for the work of _____ and where as We, Bank, agree to give the tenderer a guarantee for the Earnest Money.

1. Therefore, we hereby affirm that we are guarantors on behalf of the Tenderer upto total rupees _____ in words) Rs. _____ (in figures) and we undertake to pay to Gandhinagar Railway and Urban Development Corporation, (GARUD) upto his first written demand, without demur, without delay and without the necessity of a previous notice of judicial or administrative procedures and without the necessity to prove to the Bank the defects or shortcomings or debits of the contractor any sum within the limit of Rs.

2. We further agree that the Guarantee herein contained, shall remain in full force and effect during the period that would be taken for the acceptance of tender. However, unless a demand of claim under this guarantee is made on us in writing on or before the _____ (Date to be specified) not less than 180 days from the stipulated date of receiving the tender) we shall be discharged form all liabilities under the guarantee thereafter.

3 We undertake not to revoke the guarantee during it currency except with the previous consent of the Joint Managing Director, Gandhinagar Railway and Urban Development Corporation, (GARUD) in writing.

4. We lastly undertake not to revoke the guarantee for any charge in constitution of the tenderer or of the Bank.

Date

Signature & Seal of Guarantor _____

Bank Address _____