

**RFP No: MMCEC/TLGN/Painter, Carpenter & Maison Services /2023-24/0011**

**Mahatma Mandir Convention & Exhibition Centre (MMCEC)  
and  
The Leela Gandhinagar Hotel (TLGN)**

*Managed By The Leela*

**Request for Proposals for manpower agency for supplying Painter, Carpenter, Maison services,  
invited by Schloss Gandhinagar Pvt. Ltd.**

Correspondence Address: Sector 14, Airspace above Gandhinagar Railway Station, near K Road,  
Gandhinagar, Gujarat 382014

## **Section 1: Introduction**

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### **The Leela Gandhinagar Hotel & Mahatma Mandir Convention & Exhibition Centre, managed by The Leela**

#### **BACKGROUND:**

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 the provisions of the Companies Act, 2013.

GARUD is entrusted with the task of undertaking the implementation of Gandhinagar Railway Station redevelopment project. It has been mutually agreed between Indian Railways and Government of Gujarat that Gandhinagar Railway station would be redeveloped to international standards by leveraging land/ air space around station which shall include development of 5-star Category 318 rooms hotel on the airspace of the station named The Leela Gandhinagar as well as management of Mahatma Mandir and Exhibition Centre at Helipad Ground for enhanced utilization of these facilities.

It is inspired from life and philosophy of Mahatma Gandhi. It is one of the biggest convention Centre of India spread over 34 acres. The 20,000 sq. mt. of Convention and Exhibition area has an abundance of natural light & airy spaces and is equipped with energy efficient lighting & waste water management.

#### **Appointment of Schloss HMA Pvt. Ltd. as Operator of The Leela Gandhinagar Hotel & Mahatma Mandir Convention Exhibition Centre:**

GARUD is in Triparty Novation agreement with Hotel Leela Venture Limited (HLVL) and Schloss HMA Pvt. Ltd Operator wherein it is mentioned that Operator will enter into and enforce the right of Owner under, such other reasonable contracts (including, without limitations, maintenance and service utility agreements and other labour or employment contracts) as may be reasonably necessary or advisable in connection with the operation of the Project.

As per the agreement with Schloss this tender is to be issued by Schloss Gandhinagar Pvt. Ltd.

## Section 2: Tender submission:

Technical & financial bids should be submitted intact in the prescribed tender forms in sealed covers. The cover should be super scribed with the name of **Request for Proposals for manpower agency for supplying Painter, Carpenter, Maison services**, so as to reach the Purchase Office, The Leela Gandhinagar, Airspace Above Gandhinagar Capital Railway Station, Sector 14, Gandhinagar, Gujarat, 382014, before **29<sup>th</sup> August '23, 18:00 hrs.**

**1<sup>st</sup> cover** Superscribed with the name **Technical Bid** comprising of following Technical Documents:

- i. **Technical bid** comprising of Tender Fee (In DD only) and DD of EMD in favor of **Gandhinagar Railway & Urban Development Corporation Ltd.** and following technical documents:
  - a) Attach Company Incorporation / Registration Certificate
  - b) Attach the copy of contract/work order/LOA/experience of working with either four-star category hotels and above or Resorts or Large Catering Companies or International airports or convention Centre or Exhibition Spaces or Recreational Clubs or Multispecialty Hospital Chains, Large IT Campus or Large University Campus, Large Banquet Spaces or QSR Chains or Restaurant Chains.
  - c) Agency to submit the relevant document of 3.1 Eligibility Criteria and 3.2 compliance qualification.
  - d) Attach the GST Certificate of the company
  - e) Attach undertaking certifying the mobilization of any given manning numbers as per requirement within 48 hours of intimation.

**2<sup>nd</sup> Cover** superscribed with the name **Financial Bid** comprising of filled price bid along with complete document.

1. The tenderer must sign each and every page of tender form.
2. The accepted tender form of the tender notification, terms & conditions of this contract, specification, correspondence and general conditions shall form part of the agreement.
3. Any further information regarding this tender can be obtained from the Purchase Office, The Leela Gandhinagar, Airspace above Gandhinagar Capital Railway Station, Sector 14, Gandhinagar, Gujarat, 382014 during working hours on any day prior to the last date fixed for receipt of the tenders.
4. Any additional or extra item of supply made by the supplier without the written consent of authority of Leela or Officer authorized by GARUD will not be paid.
5. The financial bid will be opened only of the technically qualified bidders.
6. Rates should be quoted strictly according to the unit of measurement specified against each item and if not mentioned, information regarding the same can be obtained from the Purchase office of the Leela Gandhinagar through mail [pur.mmcc@theleela.com](mailto:pur.mmcc@theleela.com)

7. The bidder has to quote for all items mentioned in the tender document. Since the tender is for Annual Rate Contract, the price quoted by the L1 supplier for each item will be considered.

GARUD/ The Leela will have full authority to award the contract for the tendered items on part or full and the number of units to which the supply is affected.

**Note:-**

#	Particulars	Details
1	Date of publish of Tender document	<b>17.08.2023</b>
2	Start download date of RFP/RFQ/Tender documents	<b>19.08.2023</b>
3	Last download date of RFP/RFQ/Tender Document	<b>29.08.2023</b>
4	Last date for submission of technical document & Finance Bids – In hard copy at Leela Gandhinagar	<b>29.08.2023</b>

### Section 3: Eligibility Criteria

#### 3.1 Technical Qualification:

Bidders should qualify the below specified criteria for technical proposal consideration.

The bidders are supposed to provide the supporting documents and compliances as mentioned below. Any deviation from the same will lead to the disqualification.

Sr. No	Qualification Points	Minimum Criteria	Supporting Docs. to be sent in technical proposal
1	Annual Business Turnover	The bidder should have minimum average turnover of INR 8 lacs per annum in the last 2 financial year	Attached the Turnover certificate of the company for the FY 2021-22 and 2022-23 duly certified by Chartered Accountant
2	Certification	The bidder must possess registration certificate from concerned authority.	Attach the copy of the said certificates/licenses.
3	Years in Business	At least 2 years in business	Attach Company Incorporation / Registration Certificate (self-attested)
4	Additional Manpower Mobilization	The bidder should be able to mobilize at least 5 manpower within 48 hours of intimation.	Attach Undertaking on Company Letter head duly sealed and signed.
5.	Experience	The bidder should have experience in working with Hotel /IT park/ Hospital/Airport.	Attach the copy of contract/work order/Purchase order/ LOA issued with work completion certificate.
6	Payment terms	The payment will be made 60 days after submission of correct invoice.	Attach Undertaking on Company Letter head duly sealed and signed.

### **3.2 Compliances Qualification:**

The bidder must possess below stated registrations, certificates & other compliances in order to apply for the technical bid.

<b>Sr. No</b>	<b>Description</b>	<b>Qualification Requirement</b>	<b>Supporting Docs. to be sent in technical proposal</b>
1	Shops & Establishment License	The bidder must possess the S&E License from the local municipal authorities.	Attached the copy of S&E Certificate
2	GST Compliance	The bidder must possess the GST Number from the tax authorities	Attach the GST Certificate of the company
3	Office Establishment	Should have office in Pan India	Government License/ Professional Attach tax registration Certificate or similar evidence
4	PF Registration	The bidder must be registered with EPFO & possess as per the EPF Act 1952	Attached the copy of PF Registration Certificate
5	ESIC Registration	The bidder must be registered with ESIC under as per ESIC Act 1948.	Attached the copy of ESIC Registration Certificate
6	Professional Tax	The bidder must possess the PT certificate as per the state govt. guidelines	Attached the copy of PT Certificate

**Section 4: Financial Proposal -**

**Annexure - I**

Sr No	Scope of work	Quoted rate in INR		
		Sq.ft	RFT upto 3"	RFT upto 6"
<b>A</b>	<b>Painting Work</b>			
1	<b>Acrylic emulsion paint-</b> Providing and applying Interior grade Acrylic emulsion paint for interiors or as indicated with 2 coats of Birla white wall putty (or equivalent), and 2 coats of emulsion paint of Asian or equivalent approved color. And preparing the surface by cleaning/sanding, filling up the cracks with crack filler & when it is required, finishing the surface with roller etc.,			
2	<b>TEXTURE:- SURFACE TEXTURE PAINT ON INTERIOR/EXTERIOR SURFACE:</b> Providing and applying texture paint of 2mm with top lacquer coat of glossy/matt finish on substrate of Bakelite Hylam Ltd. or equivalent company as approved by client at all levels, all surfaces, as per the specification, instruction and direction of EIC. Preparing the surface by cleaning/ sanding, filling up cracks/joints with filler, erecting and dismantling of scaffolding is part of scope of work. Approval of texture shall be taken from engineer-in-charge. Note: Contractor shall arrange for his own scaffolding materials, ladders etc., legs of the ladders shall be covered properly with gunny bags so that floor does not get damaged. Floor shall be properly covered with plastic sheets to avoid spillage of paint while applying etc., complete with all leads & lifts at all levels complete and as directed by Engineer-in-charge. Rate has to include touch up works.			
3	<b>ENAMEL PAINT :</b> Providing & Applying of Enamel Paint on the Staircase, Wall , Door shutters, Wings MS Gate, Pump Room and Boundary Grill, etc. as per Specification of Oil Painting in Complete line level in Finishing. Standing the existing Surface by sanding paper after that Applying two Coats of ENAMEL			

	Paint on the Surface in complete line level with Final Finishing			
4	<b>DUCO-</b> Applying Duco paint on previously polished wood and wood based surface to be finished with approved shade including cleaning the surface to remove all dirt, dust and sand prepared smooth including a coat of wood filler.			
5	<b>Asian Floor Guard Paint-</b> Removing all dust & dirt and washing the floor surface after that using two coat of Asian floor guard paint.			
6	<b>LUSTER PAINT</b> - Providing & applying one coat of Birla putty and two coats of Luster paint on all exposed surfaces of walls. Applied evenly to give an approved shade.			
7	<b>ROYAL PAINT</b> -Providing & applying one coat of Birla putty and two coats of <b>Asian</b> Royal paint on all exposed surfaces of walls. Applied evenly to give an approved shade.			
8	<b>APEX PAINT</b> -Painting work with sand papering ,washing, then apply one coat primer and two coat Asian apex paint .			
9	<b>ULTIMA PAINT</b> -Painting work with sand papering ,washing, then apply one coat primer and two coat Asian ultima paint .			
10	<b>EPOXY PAINT</b> : Providing & Applying of Epoxy Paint on the Staircase, Wall , Door shutters, Wings MS Gate, Pump Room and Boundary Grill, etc. as per Specification of Oil Painting in Complete line level in Finishing. Standing the existing Surface by sanding paper after that Applying two Coats of Epoxy Paint on the Surface in complete line level with Final Finishing			



B	Polish work			
1	<b>PU POLISH</b> -Applying PU polishing (2 coats) on previously polished wood and wood based surface to be finished with approved shade including cleaning the surface to remove all dirt, dust and sand prepared smooth including a coat of wood filler.			
2	<b>FRENCH POLISH</b> - Applying French polishing on previously polished wood and wood based surface to be finished with approved shade including cleaning the surface to remove all dirt, dust and sand prepared.			
3	<b>MELAMINE POLISH</b> -Applying Melamine polishing on previously polished wood and wood based surface to be finished with approved shade including cleaning the surface to remove all dirt, dust and sand prepared.			
C	POP			
1	<b>GYPSUM CEILING:</b> Providing and fixing suspended false ceiling consisting of 12.5mm thick Gypsum plaster board suspended on GI framework with staggered joints			
2	<b>MOLDING WORK GYPSUM CEILING</b> - Providing and fixing suspended false ceiling consisting of 12.5mm thick Gypsum plaster board suspended on GI framework with staggered joints			
3	<b>POP PAINTING</b> -Providing and applying Interior grade Acrylic emulsion paint for POP false ceiling with 2 coats of Birla white wall putty (or equivalent), and 2 coats of emulsion paint of Asian or equivalent approved color. Complete.			
4	<b>Dismantling of gypsum ceiling</b> - disposal of old Gypsum ceiling.			

**Financial Proposal - Annexure II**

S. No	Category	Experience	Estimated Cost per employee/per day	Per Day Cost/Per employee excluding Service Charge	Service Charge % & Amount	Total Cost per employee/per day including Service Charge	Remarks
1	Carpenter	Min 5 yrs in Wood Work in Commercial properties or Projects	1000				8+1 hrs. shift/Day, 26 Days in month.
2	Painter	Min 5 yrs in Painting work Commercial properties or Projects	1000				8+1 hrs. shift/Day, 26 Days in month.
3	Furniture Polisher	Min 5 yrs in Melamine and PU Polishing worked Commercial properties or Projects	1000				8+1 hrs. shift/Day, 26 Days in month.
4	Maison	Min 5 yrs in Marble and Tile works worked Commercial properties or Projects	1000				8+1 hrs. shift/Day, 26 Days in month.

4	Helper	Min 2 Years	800				8+1 hrs. shift/Day, 26 Days in month.
GST EXTRA							

- The Rates quoted should be inclusive Material and Manning in Annexure I. All necessary tools, ladders, covering and consumables are to be considered in the rate. No additional cost will be provided.
- Removal and cleaning of floor post work is part of scope.
- The rate quoted by the agency shall be deemed to be exclusive of GST
- The bidder should have the technical qualification as per the clause 2.1 & 2.2
- The payment to agency from 2nd bill onwards will be made only after submission of proof of deposit of EPF & ESIC. Similarly, agency will have to submit proof of payment of bonus once in a year.
- The agency should pay wages as per the Gujarat State minimum wages.
- The bidder/agency should be able to provide 5 nos manpower in 48-hour notice. In case the agency fails to provide the required manpower, the additional cost of arranging the manpower will be charged/recovered from the bidder/agency from EMD/Bank guarantee.
- All the agencies/bidders should have valid insurance coverage for any type of injury or death of their employees.
- The selected agency will have to comply with provision of EPF, ESIC, Medical insurance & other compliances applicable as per the labour law for their manpower deployed at The Leela Gandhinagar. All the agencies/bidders should have valid insurance coverage for any type of injury or death of their employees.

#### Section 5: EMD and Tender Fees:

<b>Tender fees (Non-refundable)</b>	<b>Rs 500/-</b>
<b>EMD (Refundable)</b>	<b>Rs 50,000/-</b>

1. Tender fee of INR 500/- to be submitted in DD only in favor of Gandhinagar Railway and Urban Development Corporation Ltd.
2. The RFP document needs to be submitted sealed and signed by bidder with the technical Bid.
3. Tender without EMD and original RFP document shall be declared non-responsive.
4. If during tender validity period, the bidder withdraws his/her tender, the EMD shall be forfeited and the bidder may be disqualified from tendering for future works.
5. EMD shall be paid in form of DD in favor of “Gandhinagar Railway & Urban Development Corporation Ltd.” Payment made towards EMD will not be refunded unless the bid is accepted and the tender is awarded.
6. EMD will be returned to the unsuccessful bidders within 45 days of acceptance of Letter of Award to successful bidder.