

RFP No: **MMCEC/TLGN/Façade Cleaning/OCT/02**

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

Managed By The Leela

Request for Proposals for Façade Cleaning Services at Mahatma Mandir Convention & Exhibition Centre (MMCEC) and The Leela Gandhinagar Hotel (TLGN) invited by Gandhinagar Railway and Urban Development Corporation Ltd (GARUD).

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

INTRODUCTION

Mahatma Mandir Convention & Exhibition Centre and The Leela Gandhinagar, 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 300 rooms hotel on the airspace of the station as well as management of Mahatma Mandir and Exhibition Centre at Helipad Ground for enhanced utilization of these facilities.

TENDER NOTIFICATION

Tenders should be submitted intact in the prescribed tender forms in sealed covers in two cover bid system. The main cover should be super scribed with the name of **Façade cleaning at MMCEC & TLGN** so as to reach the Purchase Office, The Leela Gandhinagar, Airspace Above Gandhinagar Capital Railway Station, Sector 14, Gandhinagar, Gujarat, 382014. **On or before 25th October 2023, 6 PM.**

1. 1st cover Super scribed with the name **Technical Bid** comprising of following Technical Documents:
 - a. EMD of Rs 12,000 in form DD or FDR in favor of **Gandhinagar Railway & Urban Development Corporation Limited.**
 - b. Copy of contract/work order/Purchase order/ LOA issued with work completion certificate with at least 1 five star category hotel/ International airports/ Large IT Park/ Convention Centre/ Large Government Building in last 5 years.
 - c. Copy of PAN card
 - d. Copy of GST certificate
 - e. Turnover certificate of the company for the FY 2020-21, 2021-22, 2022-23, duly certified by Chartered Accountant.
 - f. Company Incorporation / Registration Certificate (self-attested)/ Udhog Aadhar Certificate.
 - g. Attach copy of Insurance policy and Medical certificate for technician/staff.
 - h. Attach copy of certificate/license for working on height from concerned authority.
 - i. Attach PF challan of last 6 months (April – September 2023).
 - j. Government License/ Professional Attach tax registration Certificate or similar evidence showing office establishment in Gujarat.
2. 2nd Cover super scribed with the name **Financial Bid** comprising of filled price bid (Financial Proposal, Annexure I) along with complete document.
3. The tenderer must sign each and every page of tender form.
4. The accepted tender form of the tender notification, terms & conditions of this contract, specification, correspondence and general conditions shall form part of the agreement.

5. 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.
6. The financial bid will be opened only of the technically qualified bidders.
7. 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.

Signature of the Tenderer

GENERAL CONDITIONS

1. The tender should be submitted only in the prescribed form issued from the Purchase Office of The Leela Gandhinagar.
2. The successful agency shall make appropriate arrangements for cleaning operations through deployment of suitable personnel.
3. The successful agency will be responsible to provide machines if any along with all cleaning materials required for the cleaning and maintenance work.
4. The agency shall comply with all the requirements related to labour laws, minimum wage prescribed by the Government of Gujarat and instructions of all rules and regulations etc. of Government of Gujarat.
5. The agency shall inspect the site and understand the scope of work before submitting their financial bid and get acquainted himself about the nature and quantum of work.
6. Be liable for any damage caused to the property of GARUD or any part thereof or to any fixtures or fittings thereof or any of the GARUD and therein by any act, omission, default or negligence of the agency or his employees or agents.
7. Provide distinct uniform's to his/her employees or agents different from the other contractual employees working on Hotel or MMCEC.
8. The agency to follow Standard safety procedure and equipment and ensure that none of his staff suffer any injuries. Any liability on this account will be entirely that of the agency.
9. **Agreement for contract** - The successful agency shall have to execute an agreement with Leela/Schloss in this regard, on receipt of intimation from the authority of acceptance of his/her bid.
10. **Termination of contract** – Without prejudice to what is contained herein above, the authority shall at its sole and absolute discretion, be entitled to terminate the contract by written notice without assigning any reason and without payment of any compensation if:
 - a. In the opinion of the authority (which shall not be called in question by the agency and shall be binding on the agency) the agency fails to or refuses to implement the contract to the authority satisfaction.
 - b. The agency commits a breach of any terms and conditions of the contract.
 - c. For any reason whatsoever, the contractor becomes disentitled in law to perform his obligation under the contract and/or
 - d. There is any variation in the ownership/partnership or management of the agency or his business without prior approval in writing from the authority of such variation.
 - e. The agency is adjudged an insolvent.

In the event of termination of the contract for any reason whatsoever the agency or persons employed by him or his/her agents shall not be entitled for any sum or sums whatsoever from the authority by way of compensation, damages or otherwise.

11. **Arbitration:** In case of dispute or difference between the two parties arises during the course of contract, the same shall be referred to Civil Courts of Gandhinagar (Gujarat) and the jurisdiction of such matter will be at Gandhinagar (Gujarat) courts only.
12. **Force Majeure;** If, at any time during the subsistence of this contract, the performance in whole or in part either party of any obligation under this contract is prevented or delayed by reason of any war or hostility, act of public enemy, civil commotion, sabotage, fire floods, exception, epidemics, quarantine, restriction, strike lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, GARUD may at list option to terminate the contract.
13. The agency shall ensure that he/she deploys only adult, trained, disciplined, honest and competent persons preferably between the age of 21 and 45 years who are physically fit and are not suffering from any chronic or contagious disease for carrying out the maintenance works and comply with provisions of child labour (Prohibition and Regulation) Act, 1986.
14. The agency shall provide a complete and updated list of its employees, who are deployed within the property premises.
15. **Contract period;** The rate contract will be valid for 1 year from the date of finalization of tender and same can be extended by GARUD/The Leela on mutual agreement on same terms and conditions for one more year. GARUD/The Leela reserves the right to terminate contract at any stage if supplies and performance found unsatisfactory on observation of user department.
16. **Performance Bank Guarantee;** The successful bidder shall deposit Rs. 10,000/- as performance security deposit. The performance security shall be in the form of Bank Guarantee or FD released in favor of "Gandhinagar Railway & Urban Development Corporation Ltd." valid upto 180 days post expiry of the contract. The performance

security shall be denominated in Indian Rupees and shall be in the form of a Bank guarantee/FD. No interest shall be payable on the Performance Bank Guarantee amount. The successful bidder shall have to furnish the Performance security within 30 days after the issuance of Letter of Award to successful bidder. The performa for submitting the PBG has been provided as **ANNEXURE-I**

17. EMD will be returned to the unsuccessful bidders within 45 days of acceptance of Letter of Award to successful bidder.

18. **Payment:** Payment will be made only after the submission of invoice and satisfactory certificate from The Leela. Invoice should have GST registration number and the bank details for RTGS payment. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the supplier at rates as notified from time to time.

19. The service provider shall deploy only those personnel at Premises whose background check has been found good in terms of character & who do not have any criminal prosecution going on/or in the past against him.

20. Duty meal should be provided by the agency to the technicians.

21. Scope of work

- a) Cleaning of the outer façade including the glasses & other accessories.
- b) Cleaning of the internal glasses as per the frequency.
- c) A lot of façade areas will require wet cleaning with the high-pressure jet machine for the removal of adamant stains and bird poo/shit.
- d) Check for silicon damage, sun-shade damage (If any), broken glasses, pressure plates, identify, record & inform about the same through daily assignment books at the site.
- e) Glasses should be cleaned using proper chemicals, with washer sleeves, scrappers squeeze, etc.
- f) Any stains, paint marks, unused tape leftovers, etc. should be cleaned and removed using scrapper blades.
- g) The service provider will bring its chemicals, cleaning kit, tools, dress, and other consumables.
- h) The service provider will bring its scissor lift to excess the high level.
- i) The dedicated Supervisor should be deployed at the site to monitor the work.
- j) Daily cleaning report to be made and submitted the same daily.
- k) Daily attendance register to be maintained for the staff deployed at the site.

PRE-QUALIFICATION CRITERIA

Sr. No	Qualification Points	Minimum Criteria	Supporting Docs. to be sent in technical proposal
1.	Employee Strength	The bidder should have more than 15 active personnel working for agency.	Attach PF challan of last 6 months (March – August 2023) showing the strength of active employees.
2.	Annual Business Turnover	The bidder should have minimum average turnover of INR 12 lacs per annum in any of the 3 years from FY 2020-21, 2021-22 and 2022-23.	Attached the Turnover certificate of the company for the FY 2020-21, 2021-22 and 2022-23. duly certified by Chartered Accountant
3.	Years in Business	At least 3 years in business of Façade Cleaning	Attach Company Incorporation / Registration Certificate (self-attested)/ Udyog Aadhar Certificate.
4.	Experience	The bidder should have similar experience of working with at least 1 five-star category hotel/ International airports/ Large IT Park/ Convention Centre/ Large Government buildings in last 5 years having work order value of Rs 10 Lakhs.	Attach the copy of contract/work order/Purchase order/ LOA issued with work completion certificate.

Financial Proposal:

Annexure - I (Financial Proposal)	
Name of the Bidder :	
Location :	
Date :	

Financial Bid: The Leela Hotel Gandhinagar (Approx. Total Area 80,000 square feet)

Sr. No.	Particular / Description	UOM	Rates (Square Feet)
1	Glass Cleaning Inside (including material & labour etc)	Per Sq. feet	
2	Glass Cleaning Outside (including material & labour etc)	Per Sq. feet	

**Financial Bid: Mahatma Mandir Exhibition and Convention Centre
(Approx. Total Area 95,000 to 1, 00,000 square feet)**

Sr. No.	Particular / Description	UOM	Rates (Square Feet)
1	Glass Cleaning Inside (including material & labour etc.)	Per Sq. feet	
2	Glass Cleaning Outside (including material & labour etc.)	Per Sq. feet	
3	Wall Cleaning Inside (including material & labour etc.)	Per Sq. feet	
4	Wall Cleaning Outside (including material & labour etc.)	Per Sq. feet	

Above quoted rates are Including All, only GST will be extra

- The uniform, safety and PPE kit and storage to be provided by the bidder.
- The rate quoted by the agency shall be deemed to be exclusive of GST.
- The selected agency will have to comply with provision of EPF, ESIC, Bonus, Gratuity & Medical insurance for their manpower deployed at MMCEC & TLGN.
- The agency should pay wages as per the Gujarat State minimum wages.
- Labour laws compliance to be done by contractor / selected bidder

Signature of The Tenderer

ANNEXURE-I

Bank Guarantee for Performance Security

To be submitted physically in original hard copy also

Whereas M/s (here in after called the Bidder) is desirous and prepared to tender for work in accordance with terms and conditions of Tender Notice of (financial year) dated and whereas We, Bank; agree to give the Bidder a Guarantee for the Performance Security Deposit.

1 Therefore, we here by affirm that we are Guarantors on behalf of the Bidder up to a total of Rupees (in words) i.e. INR. (in figures) and we undertake to pay the _____ (name of entity) upon his first written demand and without demur, without delay and without necessity of previous notice of judicial or administrative procedures and without necessity to prove the bank the defects or shortcomings or debits of the supplier any sum within the limit of Rupees _____ .

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

3 We undertake not to revoke the guarantee during its currency except with the previous consent of the _____ (name of entity) in writing

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

Signature and Seal of Guarantor

Date:

Bank:

Address: