



## **MAHATMA PHULE BACKWARD CLASS DEVELOPMENT CORPORATION LIMITED**

**Registered Office:**

**Mahatma Phule Backward Class Development Corporation Ltd.  
N/9, Juhu Supreme Shopping Centre, Gulmohar Cross Rd Number 9,  
JVPD Scheme, Juhu, Mumbai, Maharashtra 400049.**

### **Invitation to Request for Qualification (RFQ)**

**Tender No: MPBCDC/Admin/Renovation/01/23-24**

#### **Brief Nature & Name of Work**

**Request for Qualification Document for Selection of Contractors  
For  
Renovation of MPBCDC Juhu Office.**

## INDEX

SR. NO.	SECTION	PARTICULARS	PAGE NO.	
			FROM	TO
<b>1</b>	<b>SECTION – I</b>	<b>LETTER OF TRANSMITTAL</b>	03	03
<b>2</b>	<b>SECTION – II</b>	<b>DETAILED INVITATION TO OFFER NOTICE</b>	04	06
<b>3</b>	<b>SECTION – III</b>	<b>DEFINITIONS AND E-RFP DATA</b>	07	09
<b>4</b>	<b>SECTION – IV</b>	<b>INSTRUCTIONS TO BIDDERS</b>	10	16
<b>5</b>	<b>SECTION – V</b>	<b>PREQUALIFICATION APPLICATION FORM</b>	17	19
	<b>SECTION – VI</b>	<b>GENERAL INSTRUCTION TO BIDDERS</b>	20	23
<b>6</b>	<b>SECTION – VII</b>	<b>CHECKLIST</b>	24	24
<b>7</b>		<b>TABLES FOR INFORMATION /ANNEXURE</b>	25	29

## **SECTION-I**

### **LETTER OF TRANSMITTAL**

FROM:-

To,  
The Managing Director  
MPBCDC. Juhu Shopping Centre,  
Gulmohar Cross Road, JVPD Scheme,  
Juhu, Mumbai.

Subject: Submission of Pre-Qualification application for Renovation of MPBCDC Office at Juhu.

Sir,

Having examined the details given in Pre-Qualification Press Notice and Pre-qualification document for the above work, I/we hereby submit the pre-qualification document and other relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed Forms/Tables and accompanying statement are true and correct.
2. I/we have furnished all information & detail necessary for pre-qualification eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Managing Director, MPBCDC to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize MPBCDC to approach individuals, employer's firms and corporation to verify our competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works:

**Seal of applicant**  
**Date of Submission**

**Signature(s)**

## **SECTION-II**

### **DETAILED INVITATION TO OFFER NOTICE**

#### **MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE TECHNOLOGY LTD.**

Online RFQ for the below-mentioned work are invited by the Executive Director (Admin) on behalf of MPBCDC, Mumbai from the Prospective, Reputed, Experienced and Technically Sound Parties **for selection of Contractors for Renovation of MPBCDC Juhu Office.**

The time schedule for various bidding phases is given in the detailed e- RFQ notice, which is also available on website as part of the bid document.

Sr. No	Name of work	Estimated Cost	EMD Amount (Rs)	Period of Completion of Work	RFQ Document Cost (Rs.)
1	<b>Selection of Contractors for Renovation of MPBCDC Juhu Office</b>	Rs. 108.00/- Lacs	1,08,000/-	4 Months	3000/- (+ 18% CGST)

RFQ documents are available on to website <https://organizationsmaharashtra.nextprocure.in> from 27/09/2023 to 23/10/2023 online offer shall be accepted on website <https://organizationsmaharashtra.nextprocure.in>

All bidders are hereby cautioned that the offers containing any deviation from the contractual terms and conditions, and other requirements and conditional RFQ shall be rejected.

1. Validity Period: The offer of the Bidder shall remain valid for 120 days from the date of opening of Technical Bid.
2. The Bidders participating for the first time in RFQ will have to procure Digital signature Certificate as well as should compulsory get themselves enrolled on e-tendering portal <https://organizationsmaharashtra.nextprocure.in>
3. If any assistance is required regarding RFQ (upload and download) please contact Executive Director (IT) at [pd.it@mahapreit.in](mailto:pd.it@mahapreit.in)/ Mr. Pralhad Mahishi, CGM (Housing) of MPBCDC.[gm.housing@mahapreit.in](mailto:gm.housing@mahapreit.in) Contract No. 9969255286.
4. All requisite information required for the submission of Offer documents is available on the above said website.
5. In view of the conflict of Interest, the Developer having relation in what so ever manner

with any Key Resource Person/Key Resource Institution or the Member of MPBCDC Task force shall be barred from applying to the said RFQ.

6. All right are reserved by the Competent Authority to reject any or all Offers in full or in part of without assigning any reason or accept the offer beyond the validity period.

<b>TIME SCHEDULE OF OPENING OF THE e-Tender</b>		
1	<b>e-Tender No.</b>	MPBCDC/Admin/Renovation/01/23-24
2	<b>MODE OF TENDER</b>	Open and e-Tender System Online submission of <b>(Technical Bid)</b> through <a href="https://organizationsmaharashtra.nextprocure.in">https://organizationsmaharashtra.nextprocure.in</a>  The intending Bidders are required to submit their offer electronically through this e-tendering portal.
3	<b>Date of publication of e-tender through publication in MPBCDC website and</b> <a href="https://organizationsmaharashtra.nextprocure.in">https://organizationsmaharashtra.nextprocure.in</a>	27/09/2023
4	<b>Date of availability to the Vendors for downloading</b>	27/09/2023
5	<b>Date &amp; Time of Pre-Bid meeting</b>	04/10/2023 at 15.00 Hours
6	<b>Last Date of Sale of RFQ document at</b> <a href="https://organizationsmaharashtra.nextprocure.in">https://organizationsmaharashtra.nextprocure.in</a>	23/10/2023
7	<b>Date &amp; Time of Submission of Offer at</b> <a href="https://organizationsmaharashtra.nextprocure.in">https://organizationsmaharashtra.nextprocure.in</a>	23/10/2023 at 15.00 Hours
8	<b>Date and time of opening of Part-I (Technical Bid)</b>	23/10/2023 at 16.00 Hours

These instructions to applicants are being issued for 2021 Competent Contractors for Renovation work.  
The detailed scope of the work is being provided in the Scope of Work Terms of Reference (TOR)

**General Manager (Admin)**

**MPBCDC**

## **SECTION-III**

### **A. DEFINITIONS:**

**2.0 MPBCDC-** MPBCDC shall mean the Mahatma Phule Backward Class Development Corporation Limited the Head quarter of MPBCDC is Juhu, Mumbai.

#### **2.1 REGISTERED ADDRESS FOR COMMUNICATION**

Mahatma Phule Backward Class Development Corporation Ltd.

N/9, Juhu Supreme Shopping Centre, Gulmohar Cross Rd Number 9,

JVPD Scheme, Juhu, Mumbai, Maharashtra 400049.

#### **2.2 WEBSITE:**

Web Site means official web sites for e-tendering having following web addresses

<https://organizationsmaharashtra.nextprocure.in>

#### **2.3 Executive Director**

General Manager (Admin) of MPBCDC shall mean General Manager (Admin) of MPBCDC

#### **2.4 COMPETENT AUTHORITY:**

Competent Authority shall means The Chairman & Managing Director of MPBCDC Ltd.

#### **2.5 CONTRACTOR:**

Contractor shall mean the firm or company who enters into contract with the MPBCDC LTD and shall include their executors, administrators, successors and submitted assignees, for execution of work.

#### **2.6 WORK:**

Work shall mean the work to be executed in accordance with Scope of Work of Contract, of Contractor.

## B. RFQ DATA AT A GLANCE:

### 1.0 SUMMARY DETAILS

Sr. No.	Particular	Details
1.1	Name of work	<b>Selection of Contractors for Renovation of MPBCDC Juhu Office</b>
1.2	Estimated Cost	<b>108.00 Lacs.</b>
1.3	RFQ Document Cost Rs	<b>Rs. 3000/- plus 18% GST.</b>
1.4	Earnest money (EMD)	<b>Rs. 1,08,000/-</b>
1.5	Mode of payment (EMD)	RFQ document cost and EMD amount shall be paid through <b>E-payment gateway.</b>
1.6	Security Deposit	Nil
1.7	Mode of submission of tender	RFQ documents should be submitted on-line on <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a>
1.8	Any addendum / corrigendum /cancellation	Any addendum/ corrigendum/ cancellation of above RFQ will be published on the web-site <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a> And on the notice board of Office of the MPBCDC The system shall generate a mail to those Bidders who have already participated in this RFQ and those Bidders if they wish can modify their offer.
1.9	Bid Documents	Bid Documents consisting of, information and eligibility criteria, of the works are available on web site <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a> And the set of terms and conditions of contract and other necessary documents can be seen on the web site till last date of sale and receipt of RFQ. Interested Bidder may obtain further information at the web-site Portal <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a>
1.10	Bid acceptance period	The bid for the work shall remain open for acceptance for a period of 120 days from the date of opening of technical bids. If any Bidder withdraws his bid/ offer before the said period or makes any modification in the terms and condition of the bid, the EMD at the time of submission of tender shall stand forfeited.



1.11	Other Details	Other details including details of Portal Registration, Submission of bid, Resubmission and withdrawal of bid can be seen in the bidding documents which is available in web site <a href="https://organizationsmaharashtra.nextprocure.in">https://organizationsmaharashtra.nextprocure.in</a>
1.12	Documents to be uploaded	<p>The PDF copies of original Documents should be uploaded on above mentioned web-site and should be produced for the verification on demand after opening of the Technical Bid.</p> <p>The Bidders who participated in the on-line bidding can witness opening of the bid from any system logging on to the portal, <a href="https://organizationsmaharashtra.nextprocure.in">https://organizationsmaharashtra.nextprocure.in</a>, away from opening place. The bids can only be opened by the pre-designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday the bid will be opened at the appointed time and transaction in the next working day.</p>
1.13	RFQ Acceptance Authority	Chairman & Managing Director, MPBCDC

The detailed step by step procedure for uploading the Main Documents, required RFQ papers, Payment of RFQ fee, and E.M.D through E payment Gateway is available on the e-Tendering website <https://organizationsmaharashtra.nextprocure.in>.

Bidders have to follow the instructions given on the above website for filling up Main Tender Forms Online.

**Bank details are below.**

<b>Party Name</b>	<b>Mahatma Phule Backward Class Development Corporation Ltd.</b>
<b>Bank Name</b>	<b>ICICI Bank</b>
<b>Bank Branch</b>	<b>Sagar Avenue, S.V. Road, Andheri (W), Mumbai-400 058.</b>
<b>Bank A/c No.</b>	<b>001105026934</b>
<b>IFSC Code</b>	<b>ICIC0000011</b>

## **SECTION - IV**

### **INSTRUCTIONS TO BIDDERS**

#### **1) BACKGROUND:-**

The old structure of the office of MPBCDC at Juhu is severely compromised and poses numerous safety hazards. The ceiling is in a state of disrepair, with visible cracks and signs of imminent collapse. There are frequent leaks from the roof, which not only damage the interior but also poses a risk of electrical hazards. The overall condition of the building is inadequate for office use, and urgent renovations are necessary to ensure the well-being and productivity of its occupants.

The following major considerations are made while preparing an estimate:

1. The dismantling and discarding of existing furniture, cupboard, partitions, sofas etc., and because all these elements have served their life and are beyond repair.
2. Since the building is very old, the condition of plaster, column plaster and reinforcement is not very good. In view of this provision of polymer plaster and micro-concreting to strengthen the existing column is made.
3. All existing tiles will be dismantled and fresh tiles will be provided to give a proper look. The old tiles are broken at some places and it is not advisable to keep same tiles because of breakage and colour fading.
4. The scope of the conference hall and Hon. CMD sir cabin is not included since the interior of the rooms have been done recently.

#### **2) INFORMATION ABOUT THE CORPORATION: -**

##### **I) Mahatma Phule Backward Class Development Corporation Limited, (A Govt. of Maharashtra Undertaking) Mumbai (hereinafter called MPBCDC).**

The Government of Maharashtra has set up the "Mahatma Phule Backward Classes Development Corporation on July 10, 1978 under the Companies Act, 1956 with the main objective of accelerating the economic upliftment of the economically weaker families in the Scheduled Castes and Neo-Buddhist communities in the State of Maharashtra. The current authorized share capital of the Corporation is Rs 500 Crore. The ratio of share capital received from State and Central Government is 51:49.

### 3) INFORMATION ABOUT PROJECT:-

The proposed RFQ is for the Head Office of MPBCDC Situated in Juhu, Mumbai. Total area is 3000 Sq.ft of Juhu office having Cabins, Staff area & Waiting area along with Toilets. The Scope of work includes Civil Work, Interior Work, Electrical Works and AC Works. Time of completion - 04 Months. The work shall be carried out as per the Tender Specifications.

#### 3.1.0 INFORMATION AND INSTRUCTIONS TO APPLICANT BIDDERS:

- 3.1.1. Online RFQ is invited by the MPBCDC for **Selection of Contractors for Renovation of MPBCDC Juhu Office**. The Applicant should download Main RFQ Document from the website.  
<https://organizations.maharashtra.nextprocure.in>
- 3.1.2. The Online forms of master filter should be filled in completely and all questions should be answered. All information requested for in the enclosed forms should be furnished against the respective columns in the form. If any query is not relevant, it should be stated as "Not Applicable" Only 'dash' reply will be treated as incomplete information. All applicants are cautioned that incomplete information in the application or any change(s) made in the prescribed forms will render application to be treated as non- responsive.
- 3.1.4 The Main RFQ document shall be typed on applicant's letterhead and uploaded the signed scanned copy.
- 3.1.5 Any overwriting or correction shall be attested. All pages of the Main RFQ document shall be numbered and should be submitted as package with a signed letter of transmittal.
- 3.1.6 All the information must be filled in English language only.
- 3.1.7 Information and certificate(s) furnished along with the application form (the respective application that vouches to the suitability, technical know-how and capability of the applicant) should be signed by the applicant.
- 3.1.8 The applicant is encouraged to attach any additional information, (PDF copies of similar work orders which were already carried out, regarding his capabilities). No further information will be entertained after submission of Main RFQ document unless it is requested by **MPBCDC**.
- 3.1.9 The Main RFQ document in prescribed forms as required in this booklet duly completed and signed should be uploaded on web site along with all relevant documents. The documents submitted in connection with the pre-qualification shall be treated as confidential and will not be returned.  
The cost incurred by applicant in preparing this offer, in providing clarification or attending discussions, conference in connection with this document, shall not be reimbursed by the MPBCDC under any circumstances.
- 3.1.10 **Method of Applying:-**  
If the application is made by a firm in partnership, it shall be digitally signed by all Partners of the firm giving their full Typewritten names and current addresses or by a partner holding valid power of attorney on behalf of the firm by signing the

application, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, current address of all the partners of the firm shall also accompany the application.

If the application is made by a LLP, it shall be digitally signed by a duly authorized person holding the power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such LLP may be required to furnish satisfactory evidence of its existence before the pre-qualification is awarded.

The application shall be signed to be legally binding on all partners.

**3.1.11 REVISION OR AMENDMENT OF RFQ DOCUMENTS:-**

All Rights are reserved to revise or amend the RFQ document released on website, prior to time specified in time schedule for main RFQ preparation. Any further revisions or amendments or time extensions shall be communicated to all concerned by e-mail and as may be displayed on website.

**3.1.12 EARNEST MONEY:-**

All Bidders shall pay entire E.M.D. and payment shall be made through E- payment gateway.

**3.1.13 REFUND/CONVERSION OF EARNEST MONEY:-**

After acceptance of the offer of successful Bidders, the E.M.D. of other Bidders will normally be refunded within 15 days. In the case of successful Bidder, the earnest money will be converted to Security Deposit after signing of contract documents Earnest money amount shall not carry any interest whatsoever.

**3.1.14 MANNER OF SUBMISSION OF RFQ AND ITS ACCOMPANIMENTS:**

Main RFQ Documents are to be prepared and submitted online. Also, they must be download from web site, fill it completely and upload on web site by scanning and digitally signing wherever necessary.

The detailed step by step procedure for uploading the Main RFQ Documents, required RFQ papers, payment of RFQ fee and E.M.D through E payment Gateway is available on the e-Tendering website of Govt. of Maharashtra <https://mahatenders.gov.in>. Bidders must follow the instructions given on the above web site for filling up Main RFQ Forms Online.

Tenderer shall submit the tender and documents On-Line as per E-Tendering procedure.

**3.1.15 CONFLICT OF INTEREST:-**

The selected Firm should provide transparent, professional, objective, impartial service and hold MPBCDC's paramount with utmost integrity.

The selected Firm shall not deploy former contractual employees who have served MPBCDC.

The selected Firm shall not downstream or outsource any part of the scope of work from any agency or the advisors appointed by the MPBCDC or sublet the work assigned.

Non-disclosure of such an association will lead to termination of Agency.

In view of the conflict of Interest, the Professional Bid Consultancy Services Firm having relation in whatsoever manner with any Key Resource Person / Key Resource Institution or the Member of MPBCDC Task Force shall be barred from applying to the said e-RFQ.

**4) ESTIMATED COST - Rs. 108.00 Lacs (Approx)**

**5) TERMS AND CONDITIONS FOR RFQ:-**

**1) Qualification requirement of the bidder :-**

- a) Individual/Firms/Companies/(hereinafter referred as bidder). The Bidder shall furnish documentary evidence along with bid to establish that it fulfills the following Minimum Qualifying Requirements (MQR).

The Minimum Technical Qualification Criteria for different projects are as follows

Sr No	Selection of Contractors for Renovation of MPBCDC Juhu Office		
1	Technical Criteria	Experience in	A) Firms/ Contractors should have successfully completed similar works during the last 7 years ending 31 <sup>st</sup> August 2023, shall be either of the following: a) Three similar works (Structural Repair, Interior works & Electrical works of old building) each costing not less than 45 lakhs. b) Two similar works (Structural Repair, Interior works & Electrical works of old building) each costing not less than 55 lakhs. c) One similar work (Structural Repair, Interior works & Electrical works of old building) not costing less than 87 lakhs. B) Must not have ever been blacklisted/barred by any organization/ body from tendering for public/ private projects in India. The Tendered shall submit an Affidavit duly Notarized containing the same.
2	Financial Criteria		Firms/ Contractors Shall have an average annual financial gross turnover of Rs. 60 Lacs on similar works during the last three consecutive financial years ending 31st March 2023.

- b) The Firm Shall be Registered in Class I-IV or Above (Interior Category) with PWD, Govt. of Maharashtra.
- c) Shall not have incurred any loss in more than two years during the last five years ending 31st March 2023.
- d) Shall have a solvency of Rs. 50 Lacs. The applicant shall submit the solvency issued by any Nationalized or Scheduled bank only.
- e) The firm/contractor must have its own Head Office Registered in Mumbai only.
- f) The Tendered also shall submit the copy of Pan, GST & PT Certificates of the Firm.
- g) The contractor must compulsorily visit the site from Date 27/09/2023 to 03/10/2023 and get all the site conditions verified by himself and should submit a site visit letter to the office on the date of site visit, if the contractor fails to visit and submit the letter on the given dates then his RFQ will stand cancelled.

- 2) MPBCDC will facilitate for statutory permissions, but ultimate responsibility lies with bidder.
- 3) The interested bidder has to submit the bid online and no offline bid is accepted.
- 4) The interested Firms/ Contractors may also send their queries by email on the following email Id. [gm.housing@mahapreit.in](mailto:gm.housing@mahapreit.in) Contract No. 9969255286.
- 5) The interested Firms/ Contractors shall submit all the relevant papers online with the bid. No hard copy submission is accepted.
- 6) Any disputes or differences that may arise out of or in connection with this agreement, shall have exclusive jurisdiction of Mumbai Court.
- 7) MPBCDC reserves the right to reject any or all bid in part or full without assigning any reasons.

#### **6) BID PROCESS AND MODALITY:-**

- a) The RFQ will be evaluated on suitability criteria mentioned above for the bid submitted by Bidders.

#### **7) COMPLETED APPLICATION**

All completed application forms are to be submitted in a Sealed Envelope at our Registered Address in Juhu, Mumbai along with RFQ Charges for Rs. **3000/-** in the form of DD in the name of M P B C D C LTD from nationalized or scheduled Bank only.

“Mahatama Phule Backward Class Development Corporation Ltd.  
N/9, Juhu Supreme Shopping Centre, Gulmohar Cross Rd Number 9,  
JVPD Scheme, Juhu, Mumbai, Maharashtra 400049”

Phones: +91 22 26200351 / 26202852

Website: <https://mpbccdc.maharashtra.gov.in>

Documents submitted for pre-qualification are “confidential” and not returnable.

#### **8) VERIFICATION**

The Department reserves the right to enquire, interview, verify searches the particulars furnished by the applicant besides obtaining reports in writing which are considered necessary for pre-qualification.

#### **9) DECISION IF THE EMPLOYER**

The Department reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified

contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria. The decision of the Department is final and binding. No interim inquiries/correspondence in this regard shall be entertained.

If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up work in MPBCDC.

#### **10) SUPPORTING DOCUMENTS**

The supporting documents must include, but not necessarily limited to the following:

- Copy of Certificate of PWD Registration as per specified class.
  - Copy of registration certificate for Pan, GST, PT.
  - Copy of Annual Report/ Statement of Profit and Loss Account certified by chartered accountants together with a certified copy of audited Balance Sheet.
  - Copy of completion certificate of similar nature and magnitude's project.
  - Solvency certificate from a Nationalized or Scheduled bank.
  - Site visit letter duly signed & stamped from our Juhu Office.
- Etc.

**SECTION - V**

**PREQUALIFICATION APPLICATION FORM**

**1. PARTICULARS/ STRUCTURE & ORGANISATION OF THE FIRM/ COMPANY**

1.1	Name of Firm/Company	
1.2	Address(s): Registered Office: Head Office: Branch Office(s):	
1.3	Telephone No : Mobile / Landline(s): Contact Person(s) : Telex No.: Fax No : E-mail :	
1.4	Legal Status of the applicant: Type of Company <i>(Attached copies of original document defining legal status):</i> <i>(Please attach a copy of the Registration Certificate of the Company)</i>	(a) An individual (b) A proprietary Firm (c) A Firm in Partnership (d) A Limited Company / Corporation (*Please delete accordingly)
1.5	Particulars of registration with various government bodies (attached attested photocopies) Organization/ place of registration. (1) (2) (3)	Registration No.



1.6	Name and Titles of directors and officers with designation to be concerned with this work.	
1.7	ISO Details ( if any )	
1.8	Bank Solvency Details	
1.9	Has the applicant or any constituent partner in case of partnership firm ever abandoned the awarded work before its completion? If so, give the name of the project and reason of abandonment.	
1.10	Has the applicant or any constituent partner in case of partnership firm ever debarred/black listed for tendering in any organization at any time? If so,give the details.	
1.11	Has the applicant or any constituent partner in case of partnership firm ever been convicted by a court of law? If so, give details.	
1.12	In which field of interiors the applicant has specialization and interest?	
1.13	Any other information considered necessary but not included above.	

NOTE: If response to S.No 1.8 to 1.11 is Yes then please submit supporting documents if any.

Signature of applicant

## 2.0 FINANCIAL CAPACITY

### 2.1 Credit Facilities/Overdrafts

Name of Bank	Credit Facilities/Overdrafts

### 2.2 Financial Standing of the last 3 years (as on 31/3/2022) ;

Length of Establishment	
Shareholder's Fund	

	Year	Year	Year
Authorized Capital			
Paid Up Capital			
Net Worth			
Turnover			
Current Assets			
Current Liabilities			
Gross Annual turnover on interior furniture works			

*Note: To attach complete annual reports with corresponding Statement of Profit & Loss Account certified by chartered accountants and a certified copy of the audited Balance Sheet for the last 3 (three) years as on 31-03-22.*

### 2.3 Financial Information

- 1) Financial Analysis – Details to be furnished only supported by figures in balance sheet. Profit and loss account for the last 5 years duly certified Chartered Accountant as submitted by the applicant to the Income Tax Dept. (copies to be attached) years.

		31/3/2022	31/3/2021	31/3/2020	31/3/2019	31/3/2018
(i)	Net Profit / Loss after tax					

- 2) Financial arrangements for carrying out the proposed work. Following certificates are enclosed:

a. ....

b. Solvency certificate from Scheduled Bank / Bankers of the applicant in prescribed form as below;

## **SECTION VI**

### **General Instruction to Bidders**

#### **1. GENERAL INSTRUCTIONS :-**

##### **General: -**

The special conditions of contract are to be read in conjunction with General conditions of contract. If there are any variations or discrepancies or conflicting provision, the provisions in Special Conditions shall take precedence over the provisions in the General Conditions of contract.

#### **2. PREPARATION OF BIDS:-**

##### **LANGUAGE OF BID:-**

The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and MPBCDC shall be written in English language only. In case a document, certificate, printed literature, etc. furnished by the Bidder in a language other than English, the same should be accompanied by an English translation duly authenticated by the Indian Chamber of Commerce, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

#### **3. DOCUMENTS COMPRISING THE BID:-**

##### **3.1 E-TENDERING:**

Bidders are requested to refer instructions for participating in e-Tendering. All pages of the Bid must be signed by the "authorized signatory" of the Bidder holding Power of Attorney.

##### **3.2 PART-I:**

"TECHNO-COMMERCIAL BID" comprising all the above documents mentioned in respective section along with copy of Declaration for Bid Security, copy of Power of Attorney the MPBCDC's e-tendering portal. The Bidder must upload a copy of EMD.

#### **4. PRE-BID MEETING:-**

- a. The Bidder(s) or his designated representative are invited to attend an Online / Offline "Pre-Bid Meeting" which will be held at the address specified.
- b. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage and give hands-on e-tendering.
- c. Text of the questions raised, and the responses given, together with any responses prepared after the meeting, will be uploaded on MPBCDC website / MPBCDC e-tendering website. Any modification of the Contents of Bidding Documents that may become necessary as a result of the Pre-Bid Meeting shall be made through the issue of a Corrigendum.
- d. Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

## **5. FORMAT AND SIGNING OF BID:-**

- a. The original and all copies of the Bid shall be typed or written in indelible ink [in the case of copies, photocopies are also acceptable] and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing must be typed or printed below the signature. All pages of the Bid except for unamendable printed literature where entry(s) or amendment(s) have been made shall be initialed by the person or persons signing the Bid.
- b. The Bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the Bid.
- c. In case of e-tendering, signed documents to be uploaded.

## **6. SUBMISSION OF BIDS:-**

- a. The bids shall be submitted through e-tender mode in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) offer shall be acceptable.

## **7. DEADLINE FOR SUBMISSION OF BIDS:-**

- a. The bids must be submitted through e-tender mode not later than the date and time specified in the tender documents/BIDS.

## **8. MODIFICATION AND WITHDRAWAL OF BIDS:-**

- a. Modification and withdrawal of bids shall be as follows:-

The bidder may withdraw or modify its bid after bid submission but before the due date and time for submission as per tender document.

## **9. BID OPENING AND EVALUATION:-**

### **a. EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**

MPBCDC 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 obligations to inform the affected Bidder or Bidders of the ground for MPBCDC's action.

### **b. BID OPENING:-**

#### **Technical Bid Opening :-**

MPBCDC will open bids, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the Bid Document. The bidders' representatives, who are present shall sign a bid opening register evidencing their attendance.

## **10. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidder(s) or any other persons not officially concerned with such process.

## 11. SIGNING OF AGREEMENT

- a. The successful Bidders shall be required to execute an 'Agreement' in the proforma given in this Bidding Document on a 'non-judicial stamp paper' of appropriate value [cost of the 'stamp-paper' shall be borne by the successful Bidders] within 'Thirty [30] days' of receipt of the Acceptance Letter by the successful Bidders failure on the part of the successful Bidders to sign the 'Agreement' within the above stipulated period, shall constitute sufficient grounds for forfeiture of EMD.

## 12. MUTUAL DISCUSSIONS

In the event of a dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Agreement or the breach, termination or validity hereof, the Parties shall endeavor to resolve such dispute in good faith in the first instance within 30 (thirty) days of the notice of such a dispute by mutual discussions between the Parties.

## 13. ARBITRATION:-

In the event of failure to resolve dispute/ differences related to Contract/Agreement and relating to interpretation of the clauses therein the parties are hereby agreed for its resolution / Adjudication etc. by referring it to the **Institutional Arbitration** established /recognized by the State Govt/Central Govt. and the dispute can be get resolved within the framework of the **Arbitration Act 2015** and in terms of rules and regulations of such institutional arbitration such as **Mumbai** center of Arbitration etc

## 14. Detailed Scope of work :-

**This RFQ is for Competent Contractors for Renovation work.**

Bidders shall work on above vertical/area as per **the scope of work** mentioned below:

### A) Review & Planning

- ii. The dismantling and discarding of existing furniture, cupboard, partitions, sofas etc.
- iii. Since the building is very old, the condition of plaster, column plaster and reinforcement is not very good. In view of this provision of polymer plaster and micro-concreting to strengthen the existing column is made.
- iv. All existing tiles will be dismantled and fresh tiles will be provided to give a proper look. The old tiles are broken at some places and it is not advisable to keep same tiles because of breakage and colour fading.
- v. Removing rust from reinforcement applying chemicals, plastering columns, beams, etc.
- vi. Provision of epoxy for bonding old concrete to new mortar to strengthen the existing RCC members.
- vii. Removal of POP and providing new POP.
- viii. Re-doing of toilets (except MD's cabin toilet, which is done recently)
- ix. Changing all electrical cables and AC cables
- x. Providing & fixing general lighting and electrical works, electrical panels, DB, Earthing, general office lighting cabling, switch socket outlet for workstation.
- xi. Removing & Refixing of Old SPLIT AC's.
- xii. Providing & fixing of Frost film on glass partitions & doors wherever required.

xiii. Preparation of Bid documents comprising the following:

- a. Suggestion & finalization of Qualification Requirement (QRs) including Technical and Financial criteria depending upon the type of the project and quantum of project size.
- b. Preparation & Finalization Request for Qualification (RFQ) and Request of Proposal (RFP) Documents.
- c. Finalization of bidding Schedule/Timelines.
- d. Finalization of evaluation criteria in consultation with MPBCDC.
- e. Pre-bidding compliances, Online bidding process, bid evaluation, finalizing Letter of Allotment or Lol and preparation of Contract Agreements.

**B) INVITATION OF BIDS :**

- a. Fixing up the bid document fees, Bid Bond (EMD)/ and Performance Bond/Security value etc. inviting bids, NIT publication, Uploading on MPBCDC/GOVT. websites
- b. Holding Pre bid conference and furnishing clarifications to the prospective bidders.
- c. Organizing Bid opening and preparing bid opening statement etc.
- d. Preparing Preliminary Evaluation Report for the review of MPBCDC management.

**C) Placement of award / conclusion of Contract Agreement:**

- a. Detailed evaluation report of the bids received
- b. Submitting recommendations to the MPBCDC.
- c. Pre-award discussions, if needed.
- d. Issuance of Letter of Award (LoA) to the successful bidder after approval from MPBCDC management.
- e. Conclusion of Contract Agreement with the successful bidder.
- f. Assistance in any legal issue arises during bidding process.

**D) Project Monitoring & Supervision:**

- i. Preparation of periodical/ RA bills of contractor executing work by way of joint inspection and submitting to MPBCDC with comments/ recommendations.
- ii. Preparation of final bill for the contractor's work.

The above Scope of works is indicative but not exhaustive, other relevant activity/works which are not mentioned here but require to complete or implementation of these projects shall be equally applicable All bid related works/issues as directed by MPBCDC management time to time.

**General Manager (Admin)**

**MPBCDC**

**SECTION - VII**

- a. PARTICULARS OF PROJECTS COMPLETED DURING THE LAST FIVE YEARS As on 31/03/2023**
- b. PARTICULARS OF CURRENT PROJECTS IN PROGRESS/ AWARDED**
- c. PARTICULARS OF SIMILAR PROJECTS COMPLETED IN THE LAST FIVE YEARS.**
- d. PARTICULARS OF PERSONEL**
- e. PLANT & MACHINERY IN THE WORKSHOP AND PROPOSED TO BE DEPLOYED**

## TABLES FOR INFORMATION /ANNEXURE

**TABLE A - DETAILS OF ALL WORKS OF SIMILAR CLASS/ NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH 31/03/2022**

S. No.	Name of work/ project and location (Give brief of nature of work)	Owner or sponsoring <u>organization</u> and designation Name of officer signing agreement	Cost of works in crores of rupees Estimated cost <u>put to tender</u> Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of <u>completion</u> Actual date of completion	Litigation/ Arbitration Pending / in progress with details*	Name and Address and Phone no. of officer to whom reference maybe made	Give brief reason for delay in execution	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

\* Indicates gross amount claimed and amount awarded by arbitrator

**Signature of applicant(s)**



## FORM OF PERFORMANCE REPORT OF WORKS (REFERED TO IN TABLE 'A' & B')

1. Name of work/Project and location
2. Agreement Number
3. Estimated cost put to tender
4. Tendered Cost
5. Stipulated date of start
6. Date of completion
  - a) Stipulated date of completion
  - b) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance of work
  - a) Quality of work - very good/ good/ fair/ poor
  - b) Financial soundness - --do--
  - c) Technical proficiency - --do—
  - d) Resourcefulness - --do—
  - e) General Behaviour - -- do—

Dated:

- to be signed by Executive Engineer in case of Government Department
- General Manager in case of Public Sector Undertaking
- Owner in case of Private

**TABLE-B: PARTICULARS OF CURRENT PROJECTS IN PROGRESS/AWARDED**

**- PARTICULARS OF PROJECTS UNDER EXECUTION OR AWARDED**

S.No.	Name of work/ project and location (Give brief of nature of work) Role in project (as main contractor or NSC, State name of main contractor)	Name of client Owner or sponsoring organization	Cost of works in crores of rupees Estimated cost put to tender Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of completion	Up to date percentage progress of work	Slow progress if any and reasons thereof	Name and Address/ Phone no. of officer to whom reference maybe made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Certified that the above list of works is complete and no work has been left over and that the information given is correct.

**Signature of applicant(s)**

**TABLE C – LIST/DETAILS OF PLANT & MACHINERY IN THE WORKSHOP AND PROPOSED TO BE  
DEPLOYED/USED**

S.no	Name of equipment	Capacity / specification	Age	Condition	Quantity	Ownership Status			Current Location	Remarks
						Personally owned	Leased	To be purchased		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**Signature of applicant(s)**

**TABLE-D : PROPOSED PERSONNEL FOR THIS PROJECT**

**- DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

S. No.	Designation	Total number	Numbers available for this work	Names	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Signature of applicant(s)**