



REQUEST FOR BID

(Open E - Tender)

Open Tender for Hiring of service provider for providing Hotel / Training Center facility for SMMU/DMMU/BMMU MSRLM

Tender Ref No.: MSRLM/SMMU/TRNG/02/2023-24

e-Tender ID: 2023_MSRLM_940710

Date: 01/09/2023

Issued by:

**UMED - Maharashtra State Rural Livelihood Mission
Rural Development & Water Conservation Department
Government of Maharashtra**

5th Floor, CIDCO Bhawan, CBD Belapur (South Wing)

Navi Mumbai – 400 614

Tel: 022 27562552

Website: <http://www.umed.in>

Disclaimer

- 1 The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM), Government of Maharashtra hereinafter referred to as “Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the Tender Document) for **selection of service provider for providing hotel facility for Trainings, Meetings, Workshops etc., which will be conducted by 1. State Mission Management Unit (SMMU) MSRLM – Mumbai in Mumbai / Navi Mumbai /Thane & other Major Cities 2. District Mission Management Unit (DMMU) MSRLM – 33 District (Within specific District) & 3. Block Mission Management Unit (BMMU) MSRLM – (Within specific Block/Taluka)** in the state of Maharashtra as per requirement.
- 2 This tender document has been prepared with an intent to invite prospective applicants/service providers and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the service provider(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information service providers may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each service provider.
- 3 MSRLM has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested service providers are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each service provider may require.
- 4 National Rural Economic Transformation Project -For Ensuring that technical assistance and required implementation support is available under DAY-NRLM, the GoI has availed a credit from World Bank for the “National Rural Economic Transformation Project”
- 5 This tender is not an agreement by or between the TIA and the prospective service providers or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each service provider is advised to consider this document as per his understanding and capacity. The service providers are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The service providers are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

- 6 No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The service provider shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its bid.
- 7 This issue of tender does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected service provider, as the case may be, for the project and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- 8 The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- 9 The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of service provider for participation in the bidding process) towards any Applicant or service provider or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- 10 The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any service provider upon the statement contained in this tender document.
- 11 Interested service providers, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>
- 12 All eligible service providers need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://mahatenders.gov.in>

1. Invitation of Bid

- a) The Government of India launched the Deendayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM), a centrally sponsored Scheme in 2011 to address the critical dimensions of Rural Livelihoods and Human Development. The objective of DAY-NRLM is to alleviate rural poverty and create sustainable livelihood opportunities for the rural poor. Towards this objective, the Mission seeks to promote sustainable community-based institutions which will facilitate provision of financial services, economic services and other entitlements to the rural poor.
- b) The Maharashtra State Rural Livelihoods Mission (MSRLM) was launched in 2011 under the aegis of the DAY-NRLM. The objective of the Mission is to reduce rural poverty in Maharashtra by creating and strengthening community-based institutions which would function as pathways to sustainable livelihoods of the poor. The Mission is being implemented in 351 blocks in 34 districts in the State of Maharashtra.
- c) The Chief Executive Officer, MSRLM, Government of Maharashtra invites Online Bids through e-Tender portal (<https://mahatenders.gov.in>) from eligible service provider for providing hotel facility for Trainings, Meetings, Workshops etc., which will be conducted by **1. State Mission Management Unit MSRLM – Mumbai in Mumbai / Navi Mumbai /Thane & other Major Cities 2. District Mission Management Unit MSRLM – 33 District (Within specific District) & 3. Block Mission Management Unit MSRLM – (Within specific Block/Taluka)** in the state of Maharashtra as per requirement.
- d) The service providers are advised to study this tender document carefully, before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. The main objective is to obtain a competitive price and ensure that the successful service provider provides required service to MSRLM as per the qualification criteria.
- e) The complete tender document has been published on <https://mahatenders.gov.in>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.
- f) The service providers who wish to participate in this bidding process must register on - <https://mahatenders.gov.in>
- g) To participate in online bidding process, service providers must procure a Digital Signature Certificate of appropriate class as per Information Technology Act - 2000 using which they can digitally sign and encrypt their electronic bids. The service providers can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, etc. The service providers who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- h) A Two (2) envelope selection procedure shall be adopted.
- i) The service provider's (authorized signatory) shall submit their offer online in electronic formats for Technical and Financial bids. The tender document fees, and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.

- j) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, service providers are requested to upload the complete required bid documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the service providers may contact the helpdesk on – 0120-4001005, 0120-4001002 or 0120-6277787 or write to – support-eproc@nic.in
- k) The service providers are also advised to refer “Bidders Manual Kit” available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

2. Key Events and Dates

Sr. No.	Information	Details
1.	Date & Time for Commencement of Downloading Tender Document	Date: 01/09/2023
2.	Tender Reference Number	MSRLM/SMMU/TRNG/02/2023-24
3.	eTender ID	2023_MSRLM_940710
4.	Last date & Time for sending requests for clarifications	Date: 11/09/2023
5.	Date, Time and place of Pre- Bid Conference	Date: 12/09/2023, Time : 12.30 PM Maharashtra State Rural Livelihoods Mission, 5th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614, Maharashtra
6.	Last date & time for downloading the Tender document	Date: 25/09/2023 Time : 3.00 PM
7.	Last Date (deadline) & Time for submission of bids	Date: 25/09/2023 Time : 3.00 PM
8.	Date and Time for Opening of Technical Bids	Date: 25/09/2023 Time : 3.00 PM
9.	Date and Time for Opening of Financial Bids	Published on https://mahatenders.gov.in
10.	Address for Communication	State Mission Manager-Procurement Maharashtra State Rural Livelihoods Mission, 5 th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614, Maharashtra Phone No: 022-27562552/54

3. Other Important Information related to Bid

Sr. No.	Information	Details
1.	Tender Fee	Rs. 15,000/- (Rupees Fifteen Thousand Five Hundred only) to be paid online on the e-tendering portal at the time of submission of the tender
2.	Earnest Money Deposit (EMD) (to be paid online)	Rs. 1,50,000/- (Rupees One Lac Fifty Thousand only) to be paid online on the e-tendering portal at the time of submission of the tender.
3.	Bid Validity Period	90 days from the date of opening of the technical bid
4.	Performance Security	Rs. 5,00,000/-
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft (Payable at Mumbai) to CEO, Maharashtra State Rural Livelihoods Mission, GoM (By the successful service provider)	Within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier or as intimated in the award of contract issued by the Maharashtra State Rural Livelihoods Mission. The Performance Security shall be valid for 90 days after the ending of the rate contract/extended date of rate contract
6.	Last date for signing the contract	As intimated in Award of Contract by the <i>Tender Inviting Authority</i>

Note:

- **This bid document is not transferable.**
- **Bids without relevant documents as specified in this BID, should be summarily rejected.**
- Note: Bidders are requested to frequently visit <https://mahatenders.gov.in> for latest updating. Dates mentioned on <https://mahatenders.gov.in> are final.

-Sd-

Ruchesh Jaivanshi IAS
Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission

4. Instructions to Service providers

This section includes all the important information required to bid for this project.

4.1 General Information and Guidelines

- a) The TIA invites bids from eligible service providers as per the Scope of service mentioned in this tender document.
- b) Any contract that may result from this bidding process will be effective from the date of Signing of Contract and shall, unless terminated earlier in accordance with its terms, continue up 1 year which may be extended as per the need of the project and on the performance of the service provider.
- c) The TIA reserves the right to extend the Term on mutually agreed terms at the sole discretion of the TIA, subject to any obligations under applicable law.
- d) All information supplied by the service providers may be treated as contractually binding on the service providers, on the successful award of the assignment by the TIA on the basis of this tender document.
- e) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TIA. Any notification of preferred service provider status by the TIA shall not give rise to any enforceable rights by the service provider. The TIA may cancel this public procurement at any time prior to a formal written contract being executed by or on its behalf.
- f) This tender document supersedes and replaces any previous public documentation & communications, and the service providers should place no reliance on such communications.
- g) All figures of costs, project values and others should be mentioned in Indian Rupees only.
- h) No service provider shall submit more than *one Bid* for this tender.

4.2 Consortium Conditions: Not Applicable.

4.3 Tender Fees

The service providers are requested to pay a Tender fees as mentioned in the clause 3 through the e-Tender Portal's Payment Gateway. The Tender fee is non-refundable. The tender document can be downloaded free of cost from the portal: <https://mahatenders.gov.in>, on registration. The bids that are not accompanied by the tender fee shall be considered non-responsive and will be rejected.

4.4 Earnest Money Deposit (EMD)

The service providers are requested to deposit the EMD as mentioned in the clause 3 through the Online Payment Gateway as integrated in the <https://mahatenders.gov.in> e-tendering solution.

- 1 The EMD shall be denominated in Indian Rupees only. No interest will be payable to the service provider on the amount of the EMD.
- 2 The EMD should be valid for 90 days from the date of technical bid opening.
- 3 The bids submitted by service providers who are not exempted as mentioned above and without the prescribed EMD, will be rejected.
- 4 The Unsuccessful service provider's EMD will be returned within 120 days from the date of opening of the financial bid.
- 5 The EMD of successful service provider will be returned after the award of contract and submission of the Performance Security in the form of Bank Guarantee / Demand Draft within specified time and in accordance with the format given in the tender document.
- 6 The EMD may be forfeited:
 - a. If a service provider withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - b. If successful service provider fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
 - c. If during the bid process, a service provider indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon service providers.
 - d. If during the bid process, any information is found false/fraudulent/mala fide, then the TIA shall reject the bid and, if necessary, initiate action.

4.5 Contact Details

For any clarifications & communication with regards to the tender document, the service providers are expected to communicate at the contact information provided below:

S.	Item	Details
1.	Name	Shri Kakasaheb Autade
2.	Designation	State Mission Manager-Procurement Maharashtra State Rural Livelihoods Mission, 5 th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614 Maharashtra
3.	Phone	022- 27562552/54

4.6 Pre-Bid Meeting

The TIA will host a Pre-Bid Meeting for queries, if any, by the prospective service providers. The date, time and place of the meeting are specified in Section –2.5. The representatives of the service providers may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the service providers to clarify their doubts / seek clarifications or additional information, necessary for them to submit their bid. The response to the queries will be published on <https://mahatenders.gov.in>. No telephonic queries will be entertained. This response of the TIA, against the Pre-Bid queries, shall become integral part of tender document.

4.7 Corrigendum / Amendment to the Tender

At any time prior to the deadline (or as extended by the TIA) for submission of bids, the TIA for any reason, whether at its own initiative or in response to clarifications requested by the service provider, may modify the tender document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this tender. Such supplements, amendments / corrigendum to the tender document, issued by the TIA would be displayed on <https://mahatenders.gov.in> and shall be deemed to be incorporated by this reference into this tender document.

Any such supplement / corrigendum / amendment will be binding on all the service providers. The TIA will not be responsible for any misinterpretation of the provisions of this tender document on account of the service providers' failure to update the bid documents based on changes announced through the website.

In order to allow service providers a reasonable time to take the supplement / corrigendum / amendment(s) into account in preparing their bids, the TIA, at its discretion, may extend the deadline for the submission of bids.

4.8 Completeness of Response

- The service providers are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

- 2 The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the service provider's risk and may result in rejection of its bid

4.9 Bid Preparation Cost

The service provider shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process. This tender document does not provide any kind of commitment on behalf of the TIA, to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the Contract for implementation of this project.

4.10 Right to Termination

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied, that this process will result in a business transaction with anyone. This tender document does not constitute an offer by the TIA. The service provider's participation in this process may result in the TIA selecting the service provider to engage towards execution of the contract. In the event of such termination, EMD of all service providers shall be returned, without any interest.

5. Bid Submission Instructions

5.1 Online Bid Submission

- 1 The service provider shall submit the bid online through e-tendering Portal <https://mahatenders.gov.in>
- 2 To view- Tender Notice, Detailed Time Schedule, Tender Document its supporting documents etc., kindly visit following e-Tendering website <https://mahatenders.gov.in>
- 3 The bids submitted, shall comprise of the following 2 envelopes:
 - A Two (2) envelope/ cover system shall be followed for the bid:
 - **Envelope A:** Technical Bid (Refer Section 5.3 for documents to be submitted as per the format specified in this tender document)
 - **Envelope B:** Financial Bid
 - The Bid shall include the following documents:

Table: Documents Required			
Sr. No.	Document Type	Document Format	Online Submission
Technical Bid: Envelope – A			
1.	Tender Fee	Online Payment	Yes
2.	EMD	Online Payment	Yes
3.	Technical Bid	The Technical Bid shall be prepared in accordance with the requirements specified in the Section 5.2 & 5.3 of this tender document	Yes
Financial Bid: Envelope – B			
4.	Financial Bid	The Financial Bid shall be prepared in accordance with the requirements specified in this tender document and in the format prescribed in Annexure-4.	Yes

- The service provider should ensure that all the required documents, as mentioned in this tender document, are submitted along with the bid and in the prescribed format only.
 - Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejection of the bid submitted by the service provider.
 - It shall be the sole responsibility of the service provider to ensure that all the documents required for the Technical Bid including all annexures, technical specification compliance sheet and Financial Bid etc. are uploaded on the portal well within time and the TIA shall not entertain any representation from any service provider, who fails to upload the requisite documents within the stipulated time and date on account of any technical issues related to low internet connectivity, size of the files to be uploaded, error with regards to uploading of correct file etc. Therefore, the service providers are notified that they must read the instructions / information given on the homepage of the e-tender portal and must understand all the nuances of technology in advance.
 - The service providers should note that the bids will be evaluated on the basis of documents referenced against evaluation criteria of the pre-qualification, annexures, technical bid and compliance to technical specification only.
- 4 The TIA will not accept the delivery of the bids and any other supporting documents, in any manner, other than that specified in this tender document. Any bid delivered in any other manner shall be treated as defective, invalid and rejected. Under no circumstances, any physical documents will be accepted after submission of bid.

- 5 It is required that all the bids submitted in response to this tender document should be unconditional in all respects, failing which the TIA reserves the right to reject the Bid.
- 6 It shall be the responsibility of the service provider to re-check that each page of the requisite document uploaded as a part of the bid is stamped and duly signed by an authorized signatory
- 7 Modification and Withdrawal of Bids -
 - a) Resubmission of bid by the service providers for any number of times before the final date and time of submission is allowed.
 - b) Resubmission of bid shall require uploading of all documents including price bid a fresh.
 - c) If the service provider fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
 - d) The Service provider can withdraw its bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Officer Inviting Bid citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.
 - e) The service provider should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

5.2 Eligibility Criteria

The Service Provider shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

Sr. No.	Eligibility Criteria
1.	The Service provider may be a Proprietary firm /Partnership firm/Limited Company/Corporate body legally constituted and should be registered with the appropriate registration authority; The service provider should have registered under Shop and Establishment Act/ Registration with the other competent authority
2.	The Service Provider should have successfully executed at least 3 contracts for providing logistics and boarding services in conducting various trainings for any state Government / CPSU / SPSU / Government Autonomous organisations. During last five years as on date of submission of Tender.
3.	The Service Provider must have a minimum average annual turn-over of Rs. 200 lakhs (Rs. Two Hundred lakhs only) during last three financial years (FY 2020-21, 2021-22 & 2022-23).

4.	Service Provider shall not have been blacklisted by any Government Departments, Public Sector Companies, Banks and Government Autonomous organizations.
5.	The Service Provider should be registered with GST
6.	The Service Provider should have PAN card

Note:

- 1 It is mandatory to submit the specified documents in support of the above eligibility criteria and the company/firm/agency is likely to be disqualified should it fail to provide any of the specified documents.
- 2 For the purpose of the above mentioned Eligibility criteria, the proofs and relevant certificates of only the bidding entity will be considered. Turnover or any other documents of any parent, subsidiary, associated or other related entity will not be considered.

5.3 Technical Bid (Envelop - A)

The Technical bid must be submitted online (Envelope A) as per the instructions on the portal and in this tender document. List of document to be uploaded on <https://mahatenders.gov.in> are mentioned in Annexure - 7

5.4 Financial Bid (Envelop - B)

- 1 Finanacial/price offer must be submitted online at <https://mahatenders.gov.in>
- 2 Rates should be quoted in the financial bid format as per Annexure-4 in accordance to the details and terms and conditions as mentioned in this tender document.
- 3 Quoted price shall be inclusive of all expenses, overheads, administrative cost but excluding GST
- 4 Price shall be quoted in Indian Ruppes
- 5 Rates should be quoted for all the packages and for all types of hotels listed in the quotation format ealse tender shall be rejected.

5.5 Validity of Bid

The bid shall be valid for a period of 90 days from the date of opening of the technical Bid. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the TIA may solicit the service provider's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

5.6 Corrections / errors in Financial Bid

1. The service providers are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
2. The quoted price shall be corrected for arithmetical errors by TIA.
3. In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered.
4. The amount stated in the financial bid, adjusted in accordance with the above procedure and as stated in Annexure-4 of this tender document, shall be considered as binding on the service provider for evaluation.

5.7 Language

The bid should be submitted by the service provider in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the service providers. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

5.8 Conditions under which Tender is issued

- 1 This tender document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the tender document and change or vary any part thereof, at any stage. The TIA reserves the right to disqualify any service provider, should it be so necessary at any stage.
- 2 The timing and sequence of events resulting from this tender document shall ultimately be determined by the TIA.
- 3 No verbal conversations or agreements with any official, agent, or employee of the TIA shall affect or modify any terms of this tender document and any alleged verbal agreement or arrangement made by a service provider with any agency, official or employee of the TIA shall be superseded by the definitive agreement that results from this tender process. Verbal communications by the TIA to service providers shall not be considered binding on it, nor shall any written materials provided by any person other than the TIA.
- 4 Neither the service provider nor any of the service provider's representatives shall have any claims whatsoever against the TIA or any of their respective officials, agents, or employees arising out of or relating to this tender document or these procedures (other than those arising under a definitive service agreement with the service provider in accordance with the terms thereof).

- 5 Until the Contract is awarded and during the validity of the Contract, service providers shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this tender process in order to accept employment with the service provider, or any person acting in collusion with the service provider, without prior written approval of the TIA.

5.9 Right to the content of Bids

All bids and accompanying documentation of the Technical bids will become the property of the TIA and will not be returned after opening of the Technical bids. The TIA is not restricted in its rights, to use or disclose any or all of the information contained in the bid and can do so without compensation to the service providers. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

5.10 Non-Conforming Bid

A bid may be construed as a non-conforming bid and ineligible for consideration if:

1. It does not comply with the requirements of this tender document.
2. It does not follow the format requested in this tender document or does not appear to address the requirements as specified by the TIA.

5.11 Disqualification

The bid is liable to be disqualified in the following cases or in case the service provider fails to meet the requirements as indicated in this tender document:

1. The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
2. During the validity of the bid, or its extended period, if any, the service provider increases the quoted prices.
3. The service provider qualifies the bid with own conditions.
4. The bid is submitted in an incomplete form.
5. The information submitted in the Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
6. The Financial bid is enclosed with the Technical bid.
7. The service provider tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the tender process.
8. In case any one service provider submits multiple bids or if common interests are found in two or more service providers, the service providers are likely to be disqualified,

9. The service provider fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within specified period mentioned in the Award of Contract or within such extended period, as may be specified by the TIA.
10. Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some service providers may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the service providers so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.
11. If the Technical bids contains any information on price, pricing policy, pricing mechanism or any information indicative of the financial aspects of the bid.

5.12 Acknowledgement of Understanding

By submitting the bid, each service provider shall be deemed to acknowledge that service provider has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

6. Bid opening and Evaluation process

6.1 Bid Opening

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which tenderer is free to attend himself or depute an authorized officer as his representative.

6.2 Opening of Envelop – A (Technical Bid)

Envelope No. A (Technical bid) of the tenderer will be opened in the presence of tender opening authority and in the presence of tenderer / their representatives through- e tendering procedure.

6.3 Evaluation of Technical Bid

The evaluation of the technical bids will be carried out in the following manner:

- 1 The service providers' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in Section 5.2 of this tender document. The service providers are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document.
- 2 In any case, in the event of any deviation from the factual information provided by the service provider in technical bid, the deviation can reject the bid and also ban the service provider from participation in any future tenders in the state of Maharashtra.

- 3 At any time during the bid evaluation process, the MSRLM committee may seek verbal / written clarifications from the service providers. The committee may seek inputs from their professional experts in the evaluation process.
- 4 The committee reserves the right to do a reference check of the past experience stated by the service provider. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
- 5 The technically shortlisted service providers will be informed date and venue of the opening of the financial bids by MSRLM.

6.4 Opening of Envelop - B (Financial Bid)

This financial bid of technically qualified service providers shall be opened as per e-tendering procedure. The date and time of opening of financial bids will be communicated by the TIA via email, to the eligible tenderers.

6.5 Evaluation of Financial Bid & Award Criteria

Financial evaluation will be done whose rates are lower for maximum items (services) and will be considered as lowest evaluated bid (L1). The TIA shall award the contract to the service provider whose offer/quote has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents. **In case two or more service providers have the same lowest financial bid (L1), in such case the service provider whose average turnover for the last 3 years is higher than others will be recognized as the lowest financial bid (L1). And / or if L2 and L3 are willing to do work with L1 rates, then the order will be split by L1, L2 and L3. As per discretion of CEO MSRLM this will be considered.**

6.6 Right to accept any Bid and to reject any or all Bids

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected service provider(s) or any obligation to inform the affected service provider(s) of the grounds for the TIA's action.

7. Notification of Award

- a. Before expiry of the bid validity period, the TIA will notify the successful service provider(s) in writing, by registered / speed post or by fax or by email (to be confirmed by registered / speed post immediately afterwards) that its bid have been accepted by the Tender Inviting Authority. This notification is undertaken by issuing an award of contract by the Tender Inviting Authority.
- b. The successful service provider, upon receipt of the award of contract, shall furnish the required performance security in the form of Bank Guarantee or Demand Draft and submit an agreement in the prescribed format within ten days, failing which the EMD will be forfeited and the award will be cancelled.

- c. After cancellation of award of contract with L1 service provider, TIA will call second lowest responsive service provider L2 and asked to match the rate offered by L1. If L2 accept the offer, award of contract will be issued to L2. If L2 refuse to match rate with L1, then L3 will ask to match rate with L1 and if L3 accepts award of contract will be issued to L3 and so on. In such case EMD submitted by L2, L3...will not be forfeited if they refuse to match the rate with L1.
- d. The Notification of Award shall constitute the formation of the Contract.

8. Contract Period

The contract shall be for the period up to One Year which may be extended Maximum next One year (1+1=2) as per the need of the mission and performance of the service provider and upon agreed financial norms.

9. Signing of Contract

The Contract will be signed as per tender document, after selection of the service provider. In lieu of the same, the successful service provider will have to execute an agreement in a non-judicial stamp paper of value Rs.500/- in favour of Chief Executive Officer, MSRLM.

If the successful service provider fails to execute the agreement and payment of Performance Security within the time specified or withdraws the tender, the successful service provider is unable to undertake the contract, the Earnest Money Deposit of the successful service provider shall stand forfeited. Such service provider(s) will also be liable for all damages sustained by the TIA by reasons of breach of tender conditions. Such damages shall be assessed by the TIA whose decision shall be final.

10. Failure to agree with Terms and Conditions of this Tender

Failure of the successful service provider to agree with the terms & conditions of the tender document shall constitute sufficient grounds for the annulment of the award, resulting which the TIA may call for new bids and at the same time, invoke the performance Security of the successful service provider.

11. Performance Security

- 1 The selected service provider shall deposit the Performance Security as follows:
 - a. The successful service provider shall at his own expense, deposit with the TIA, a Performance Security in the form of Bank Guarantee or Demand Draft of value mentioned in clause 3.
 - b. The Performance Security should be furnished within 15 Working Days from the date of issue of Award of Contract.
 - c. The Performance Security may be discharged/returned by the TIA upon being satisfied that there has been due performance of the obligations of the successful service provider under the contract. However, no interest shall be payable on the Performance Security

- d. The TIA shall also be entitled to make recoveries from the Performance Security on the following grounds:
- i. Any amount imposed as a fine for irregularities Committed by the service provider.
 - ii. Any amount which the TIA becomes liable to the Government /Third party on behalf of any default of the service provider or any of his/her/their agent/ employees or staff.
 - iii. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
 - iv. Any other outstanding amount.
- e. Once the amount under this clause is debited, the service provider shall reimburse the performance security to the extent the amount is debited within 15 days of such debit by the TIA failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free Performance Security in favor of the TIA.
- f. The Earnest Money deposited at the time of bid submission would be given back to the service provider on payment of Performance Security in the form of Bank Guarantee or Demand Draft as per the details specified in this tender document

12. Payment Terms

The payment will be made by SMMU – MSRLM / DMMU – MSRLM / BMMU - MSRLM to the Service Provider within three weeks from the receipt of tax invoice along with the hotel check-in and check-out slip and duly signed attendance sheet of participants certified by the concern authorized officer.

Deduction towards Income Tax as applicable under the Income Tax Act, 1961, shall be made from all payments made to the service provider and in respect of such deductions necessary certificates of Tax Deduction shall be given.

13. Schedule of Requirement:

Please refer to Annexure-A

14. Terms & Conditions:

a) Terms for Rooms Facilities:

- 1) Rooms provided should be airy, sufficient sunlight with proper ventilation.
- 2) Rooms should be equipped with exclusive T.V. with cable for national/international chnnels, refrigerator, air conditioner, room heater etc.
- 3) Rooms should have electrical kattle for tea and coffee (Tea/coffee/milk/sugar sachets should be supply daily)
- 4) Linen Towels, bed sheets, woolen blankets should be changed daily.
- 5) Telephone in each rooms for communication with the reception is required, Facility STD,ISD if needed should be provide
- 6) If a participant (trainer/trainee/reviewer/guest) ask for locker facility it should be provided.
- 7) Rooms should be clean everyday in the presence of guest only.
- 8) Rooms should be made available as per the schedule of arrival to trainees. Schedule of arrival and departure would be made available in advance.
- 9) Proper dining hall to accommodate at least 30 people at a time within the hotel is required.
- 10) 24 Hours all rooms should be provided with R.O. drinking water facilities.
- 11) Proper furniture in room for reading / writing and relaxing and guest visiting are required.

b) Terms for Washing / Messing / Recreation facilities:

- 1) Provision for Multi-cuisine Food in Breakfast & dinner daily including Lunch on holidays
- 2) Provision of one or two choices in breakfast and dinner to trainees
- 3) Hotel should be provide facilities like washing and ironing of clothes (If Required by Participant)
- 4) Hotel should have a Doctor on call (if required)
- 5) Wi Fi facility (If Required by Participant) should be made available
- 6) Generator backup for power failure (full power backup)
- 7) Lift in case of multi-storied hotel house
- 8) Spacious lounge for trainees to meet their guests/ friends
- 9) Adequate parking space
- 10) Provision of recreation space with some indoor games / gym in the hotel for trainees
- 11) Proper furniture in room for reading / writing and relaxing and guest visiting are required.

c) Other conditions:

- 1) Neat & clean service boys with proper uniform. and proficient in English language
- 2) No renovation, major repair/ alteration work is to be undertaken in the premises during the stay of our trainees. Minor works if any are to be attended during day time only

when the trainees are not in the hotel. No such work to be carried out during evening/ night

- 3) Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc in the room, kitchen, public area, other external common area the trainees use as well as in preparation of food in the hotel. It should be compromised under no circumstances
- 4) A cloak room should be provided within the premises of the hotel/ guest house to store heavy personal luggage of trainees during their study tour
- 5) Hotel should maintain a complaint register. Time of complaint should also be recorded. Remedial measures should be taken on daily basis. Remarks along with date and time with signatures of authorized person of hotel/ guest house and the guest should be recorded on the register. This register should be presented to the officer coming for inspection. A weekly feedback should be taken from trainees and report submitted on every Monday.
- 6) MSRLM shall be free to deduct Rs.1000/- per day as penalty in case the complaint of guests are not addressed within 24 hours of complaint being recorded in the register.

d) Other important information

- 1) Guests will be advised to inform the hotel about their requirement of working lunch/ lunch on holidays and weekends/ dinner before they leave the hotel. Each guest may be asked to record their requirement duly signed in a register to be maintained for this purpose.
- 2) Guests should be asked record time of departure and arrival when they leave hotel premises. A daily register for this purpose may be maintained. No guest should be allowed to remain out of hotel premises during night. MSRLM should be informed in case any guest does not come back to hotel during night.
- 3) Details of visitors should be recorded for security purposes. No visitor should be allowed to spend the night in the hotel with guests.
- 4) Hotel/guest house should provide complimentary taxi facility in case of emergency for taking them to nearby hospital.

15. General Condition of Contract:

15.1 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the India.

15.2 Settlement of Disputes

All disputes or differences of any kind whatsoever that may arise between MSRLM and the Service Provider in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled as under:

15.2.1 Mutual Settlement

All such disputes or differences shall in the first place be referred by the Service Provider to MSRLM in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and

concerted efforts shall be made for reaching amicable settlement of disputes or differences.

15.2.2 Conciliation / Arbitration of disputes to settle shall not be commenced unless an attempt has first been made by the parties for such disputes through mutual settlement as per clause no.15.2.1 above.

15.2.3 If the Service Provider is not satisfied with the settlement by MSRLM on any matter in question, disputes or differences, the Service Provider may refer the dispute to the Chief Executive Officer of MSRLM in writing to settle such disputes or differences through Conciliation or Arbitration provided that the demand for Conciliation or Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise.etc as the case may be Only such dispute(s), or difference(s) in respect of which the demand has been made, together with counter claims, if any, by MSRLM shall be referred to Conciliator or Arbitrator as the case may be and other matters shall not be included in the reference.

15.2.4 Chief Executive Officer of MSRLM may himself act as Sole Conciliator/Sole Arbitrator or May at his option appoint another person as Sole Conciliator or Sole Arbitrator, as the case may be. In case, Chief Executive Officer of MSRLM decides to appoint a Sole Conciliator / Sole Arbitrator, then a panel of at least three names will be sent to the Service Provider. Such persons may be working / retired employees of MSRLM who had not been connected with the work. The Service Provider shall suggest minimum two names out of this panel for appointment of Sole Conciliator / Sole Arbitrator. Chief Executive Officer of MSRLM will appoint Sole Conciliator / Sole Arbitrator out of the names agreed by the Service Provider.

15.2.5 In case, the Service Provider opts for settlement of disputes through Conciliation at first stage and if the efforts to resolve all or any of the disputes thorough Conciliation fails, the Service Provider may refer to the Chief Executive Officer of MSRLM for settlement of such disputes or differences through Arbitration. The appointment of Sole Arbitrator shall be done by the Chief Executive Officer of MSRLM as per the procedure described in 15.2.4 above. No disputes or differences shall be referred to Arbitration after expiry of 60 days from the date of notification of failure of Conciliation.

15.2.6 The Conciliation and / or Arbitration proceedings shall be governed by the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the conciliation and arbitration proceedings under this clause.

15.2.7 The language of proceedings, documents or communications shall be in English and the award shall be made in English in writing.

15.2.8 The conciliation/arbitration proceedings shall be held at a place decided by Conciliator /Arbitrator.

15.2.9 The fees and other charges of the Conciliator / Arbitrator shall be as per the scales fixed by MSRLM and shall be shared equally between MSRLM and the Service Provider.

15.2.10 Settlement through Court

It is a term of this contract that the Service Provider shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences as stated above.

15.2.11 Suspension of work

The Obligations of MSRLM, and the Service Provider, as the case may be shall not be altered by reasons of conciliation / arbitration being conducted during the progress of works. Neither party shall be entitled to suspend the work on account of conciliation / arbitration nor shall payments to the Service Provider continue to be made in terms of the contract.

15.2.12 the award of the Sole Arbitrator, unless challenged in court of law, shall be binding on all parties.

15.2.13 Jurisdiction of courts for dispute resolution shall be Mumbai only.

15.3 Taxes and Duties

The service provider shall be entirely responsible for all taxes, charges, stamp duties, license fees, and other such levies imposed. GST amount will be paid by MSRLM upon submission of tax invoice

15.4 Confidential Information

The TIA and the successful service provider shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

The TIA shall not use such documents, data, and other information received from the successful service provider for any purposes unrelated to the Contract. Similarly, the successful service provider shall not use such documents, data, and other information received from the TIA for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

15.5 Change in laws and Regulation

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the the Contract Price, then such Contract Price shall be correspondingly increased or decreased, to the extent that the successful service provider has thereby been affected in the performance of any of its obligations under the Contract.

15.6 Force Majeure

The successful service provider shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful service provider that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful service provider. Such events may include, but not be limited to, acts of the TIA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful service provider shall promptly notify the TIA in writing of such conditions and the cause thereof. Unless otherwise directed by the TIA in writing, the successful service provider shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15.7 Termination

The TIA may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified below:

- a) If the successful service provider does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the TIA may have subsequently approved in writing.
- b) If the successful service provider becomes (insolvent or goes into liquidation, or receivership whether compulsory or voluntary.
- c) If the successful service provider, in the judgment of the TIA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If the successful service provider submits to the TIA, a false statement which has a material effect on the rights, obligations or interests of the TIA.
- e) If the successful service provider places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to the TIA.

- f) If the successful service provider fails to provide the quality services as envisaged under this Contract, the TIA may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The TIA may decide to give one chance to the successful service provider to improve the quality of the services.
- g) If the successful service provider fails to comply with any final decision reached as a result of arbitration proceedings.
- h) If, as the result of Force Majeure, the successful service provider is unable to perform a material portion of the Services for a period of not less than 60 days.
- i) In any event, the TIA is entitled to terminate if and only if the breach is not remedied within a stipulated time period.
- j) TIA may terminate the contract any time before completing of contract period by giving two month notice to the service provider.

In the event, the TIA terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the successful service provider shall be liable to the TIA for any additional costs for such similar services. However, the successful service provider shall continue performance of the Contract to the extent not terminated.

15.8 Assignment

The successful service provider shall not assign, in whole or in part, their obligations under this Contract, to any other party.

15.9 Power to waive Fines

The power to waive fines and penalty vests with the CEO, MSRLM.

15.10 Indemnification

The success service provider shall indemnify the TIA against all actions, suit, claims and demand or in respect of anything done or omitted to be done by successful service provider in connection with the contract and against any losses or damages to the TIA in consequence of any action or suit being brought against the successful service provider for anything done or omitted to be done by the successful service provider in the execution of the contract.

15.11 Saving Clause

No suits, prosecution or any legal proceedings shall lie against the Chief Executive Officer, Maharashtra State Rural Livelihoods Mission or any person for anything that is done in good faith or intended to be done in pursuance of tender.

15.12 Notices

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

Tender Inviting Authority:

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission (MSRLM)
5th Floor, CIDCO Bhavan, South Wing, CBD Belapur, Navi Mumbai-400614
(Maharashtra)

Service Provider: To be filled during contract signing.

16. Special Condition of contract

16.1 Obligation of Service Provider: Please refer clause no 14

16.2 Obligation of MSRLM:

MRLM will, subject to compliance of this contract, ensure timely payments for the services as provided in this contract.

16.3 Penalty

In case of any breaches in service, the service provider shall be liable to pay a penalty for an amount of Rs. 1000 to Rs.10000 per day depending on the nature of unsatisfactory service.

Annexure-A

Schedule of Requirement

13 Providing hotel facility for Trainings, Meetings, and Workshops etc., which will be conducted by 1. State Mission Management Unit (SMMU) MSRLM – Mumbai in Mumbai / Navi Mumbai /Thane & other Major Cities 2. District Mission Management Unit (DMMU) MSRLM – 33 District (Within specific District) & 3. Block Mission Management Unit (BMMU) MSRLM – (Within specific Block/Taluka) in the state of Maharashtra as per requirement.

Package Type 1:

Package (PAXS) for Stay & Food with free conference hall (with facilities like Conference Hall – 10 hrs, 2 Times Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg, Non Veg), Dinner (Veg, Non- Veg) Free Facilities during conference:- writing pad - 30 pages, ballpen, white board with pen, Chart papers, candy on top, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)

Hotel Category with Single, Double and Triple occupancy

1) Three Star or equivalent / Higher

Package Type 2:

Package (PAXS) for conference without stay but including food & facilities (with facilities like Conference Hall – 10 hrs, 2 Times Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg, Non Veg) Free Facilities during conference:- writing pad - 30 pages, ballpen, white board with pen, Chart papers, candy on top, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)

Hotel Category

- 1) For SMMU & DMMU - Three Star or equivalent / Higher
- 2) For BMMU - Hotel or training center

Package Type 3:

Only stay Facilities (with facilities like Tea/Coffee, Biscuits, and Buffet Breakfast)

Hotel Category with Single, Double and Triple occupancy

- 1) For SMMU & DMMU - Three Star or equivalent / Higher
- 2) For BMMU - Hotel or training center

Package Type 4:

Only stay Facilities (with facilities like Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg, Non Veg), Dinner (Veg, Non- Veg)

Hotel Category with Single, Double and Triple occupancy

- 1) For SMMU & DMMU - Three Star or equivalent / Higher
- 2) For BMMU - Hotel or training center

Package Type 5:

Only Freshup Facilities (with Soap, Shampoo etc.)

Hotel Category with Single, Double and Triple occupancy

- 1) For SMMU & DMMU - Three Star or equivalent / Higher
- 2) For BMMU - Hotel or training center

Additional Requirment

- 1) Additional Projector, Screen with masking, with cremer Switch
- 2) Additional Mike including PA system
- 3) Plazma TV 55 to 60 Inch with masking
- 4) Rented Standy 3X6 Feet with as per required design and printing
- 5) Stage Preparation Per Squere feet (as per office requirment)

Responsibility of service provider:

- 1) MSRLM will inform service provider one week in advance the training/workshop/meeting dates, time over email or letter.
- 2) Service provider should provide MSRLM well in advance the details of the hotel before the scheduled training/workshop/meeting
- 3) MSRLM will provide list of participant along with the contact details two days before the scheduled training / workshop / meeting. Service provider has to contact participant and facilitate them to reach hotel.
- 4) Service provider has to facilitate the participant during check in and check out and during training /workshop/ meeting
- 5) The service provider is also responsible for providing other services like providing Vehicles, Air tickets, Bus Tickets etc at reasonable market rate
- 6) Distribution of training material to the participant during training/ workshop
- 7) Service provider has to provide other misc service at reasonable market price not included in the tender
- 8) Choice of training location / hotel will be given by Tender Inviting Authority.

Annexure – 1: Tender Form
(To be submitted on the letterhead of the service provider)

To

Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission,
5th Floor, CIDCO Bhavan, South Wing,
CBD Belapur, Navi Mumbai - 400614
Maharashtra

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide hotel facility to **1. State Mission Management Unit MSRLM – Mumbai in Mumbai / Navi Mumbai /Thane & other Major Cities 2. District Mission Management Unit MSRLM – 33 District (Within specific District) & 3. Block Mission Management Unit MSRLM – (Within specific Block/Taluka)** in the state of Maharashtra under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No. B which is made part of this tender.

We undertake, if our tender is accepted, to provide required service specified in the tender document.

If our tender is accepted, we undertake to submit the performance security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We agree to provide Hotels to **1. State Mission Management Unit MSRLM – Mumbai in Mumbai / Navi Mumbai /Thane & other Major Cities 2. District Mission Management Unit MSRLM – 33 District (Within specific District) & 3. Block Mission Management Unit MSRLM – (Within specific Block/Taluka)** for conducting trainings, workshops, meetings in accordance with the terms & conditions mentioned in the Tender Documents as per the rate mentioned in BOQ.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed

Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

Signature & Seal of Service provider

UMED - Maharashtra State Rural Livelihoods Mission

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Annexure – 2

Service Providers Information & performance statement

A) General Information:

Particulars	Details
Name of service provider	
Full Address with Telephone and email id	
Year of Registration/Incorporation	
Status of service provider (individual / proprietorship / partnership /private limited /society etc	
Permanent account number	
GST registration number	
Annual turn over of last three financial year i.e. 2020-21, 2021-22 & 2022-23	

Signature and seal of the Service provider

Annexure -3 Performance statement

Give details of service provided during the last 3 years in the following format;

Sr. No.	Client name and address	Contract Number and Date	Details of service provided	Duration of contract		Remark
				From	To	

Signature and seal of the Service provider

Note:

In support of above statement, enclose the copies of supply orders and client's satisfactory certificates or copy of invoice.

Annexure – 4:

Format for Financial Bid (Envelope B)

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Maharashtra State Rural Livelihoods Mission (MSRLM), State Mission Management Unit (SMMU)

Name of Work: Hiring of Service providing and facilitating Hotel facility for SMMU/ DMMU/BMMU - MSRLM

Contract No: MSRLM/SMMU/TRNG/02/2023-24

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUM BER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder (Per Units) Without GST Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	<u>Package Type 1:</u> <u>Package (PAXS) for Stay & Food with free conference hall</u> (with facilities like Conference Hall – 10 hrs, 2 Times Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg, Non Veg), Dinner (Veg, Non- Veg) Free Facilities during conference:- writing pad - 30 pages, ballpen, white board with pen, Chart papers, candy on top, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)					

1.01	For SMMU MSRLM Level - Type of Hotel & Occupancy For Mumbai / Navi Mumbai / Thane etc.					
1.02	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.03	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.04	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.05	For DMMU MSRLM Level - Type of Hotel & Occupancy For District Level Training (All District in Maharashtra State)					
1.06	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.07	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.08	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.09	For BMMU MSRLM Level - Type of Hotel / Training Center & Occupancy For Block Level Training (All Taluka in Maharashtra State)					
1.1	Single Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.11	Double Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.12	Triple Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.13	<u>Package Type 2:</u> <u>Package (PAXS) for conference without stay but including food & facilities</u> (with facilities like Conference Hall – 10 hrs, 2 Times Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg, Non Veg) Free Facilities during conference:- writing pad - 30 pages, ballpen, white board with pen, Chart papers, candy on top, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)					
1.14	For SMMU MSRLM Level - Type of Hotel & Occupancy For Mumbai / Navi Mumbai / Thane etc.					
1.15	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.16	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.17	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only

1.18	For DMMU MSRLM Level - Type of Hotel & Occupancy For District Level Training (All District in Maharashtra State)					
1.19	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.2	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.21	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.22	For BMMU MSRLM Level - Type of Hotel / Training Center & Occupancy For Block Level Training (All Taluka in Maharashtra State)					
1.23	Single Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.24	Double Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.25	Triple Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.26	<u>Package Type 3:</u> <u>Only stay Facilities</u> (with facilities like Tea/Coffee, Biscuits, and Buffet Breakfast)					
1.27	For SMMU MSRLM Level - Type of Hotel & Occupancy For Mumbai / Navi Mumbai / Thane etc.					
1.28	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.29	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.3	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.31	For DMMU MSRLM Level - Type of Hotel & Occupancy For District Level Training (All District in Maharashtra State)					
1.32	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.33	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.34	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.35	For BMMU MSRLM Level - Type of Hotel / Training Center & Occupancy For Block Level Training (All Taluka in Maharashtra State)					
1.36	Single Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.37	Double Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only

1.38	Triple Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.39	<u>Package Type 4:</u> <u>Only stay Facilities</u> (with facilities like Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg, Non Veg), Dinner (Veg, Non- Veg))					
1.4	For SMMU MSRLM Level - Type of Hotel & Occupancy For Mumbai / Navi Mumbai / Thane etc.					
1.41	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.42	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.43	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.44	For DMMU MSRLM Level - Type of Hotel & Occupancy For District Level Training (All District in Maharashtra State)					
1.45	Single Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.46	Double Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.47	Triple Occupancy - Three Star or equivalent / Higher	1.000	Nos		0.000	INR Zero Only
1.48	For BMMU MSRLM Level - Type of Hotel / Training Center & Occupancy For Block Level Training (All Taluka in Maharashtra State)					
1.49	Single Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.5	Double Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.51	Triple Occupancy - Hotel or training center	1.000	Nos		0.000	INR Zero Only
1.52	<u>Package Type 5:</u> <u>Only Freshup Facilities</u> (with Soap, Shampoo etc.)					
1.53	For SMMU MSRLM Level - Type of Hotel & Occupancy For Mumbai / Navi Mumbai / Thane etc.					
1.54	Separate Room For Freshup up to 10 Person	1.000	Nos		0.000	INR Zero Only
1.55	For DMMU MSRLM Level - Type of Hotel & Occupancy For District Level Training (All District in Maharashtra State)					

1.56	Separate Room For Freshup up to 10 Person	1.000	Nos		0.000	INR Zero Only
1.57	For BMMU MSRLM Level - Type of Hotel / Training Center & Occupancy For Block Level Training (All Taluka in Maharashtra State)					
1.58	Separate Room For Freshup up to 10 Person	1.000	Nos		0.000	INR Zero Only
1.59	Additional Requirment					
1.6	Additional Projector, Screen with masking, with cremer Switch	1.000	Nos		0.000	INR Zero Only
1.61	Additional Mike including PA system	1.000	Nos		0.000	INR Zero Only
1.62	Plazma TV 55 to 60 Inch with masking	1.000	Nos		0.000	INR Zero Only
1.63	Rented Standy 3X6 Feet with as per required design and printing	1.000	Nos		0.000	INR Zero Only
1.64	Stage Preparation Per Squere feet	1.000	Sq. Feet		0.000	INR Zero Only
Total in Figures					0.000	INR Zero Only
Quoted Rate in Words	INR Zero Only					

Annexure –5:

DECLARATION FORM

I / Wehaving my / our
.....office
at.....do declare that I / We have
carefully read all the terms & conditions of tender of the Maharashtra State Rural
Livelihoods Mission, Navi Mumbai for Providing Logistic and Boarding arrangement for
SMMU / DMMU / BMMU MSRLM. The approved rate will remain valid during the
contract period. I will abide with all the terms & conditions set forth in the tender document.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are
derecognized/black listed by any State Government or Central Government Department/
Union Territory/ Local Authority/ Central and State Government Undertaking or
Government Organizations for participating in the tender process as on date. I/We agree that
the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Performance
Security Deposit and blacklist me/us for a period of three (3) years, if any information
furnished by us proved to be false at the time of inspection/verification and not complying
with the Tender terms & conditions.

Date:

Seal

Authorised Signature of the service provider

Date:

Seal

Authorised Signature of the service provider

Annexure – 6

Formate for submission of Turnover certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name of service provider) is having registered office at (detailed office address). The turnover of the (name of service provider) for the last three financial year is as under

Sr.No.	Financial Year	Turnover in crore
1	2020-21	
2	2021-22	
3	2022-23	
	Average Turnover	

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Annexure – 7

Technical and Financial Bid Envelopes checklist

ENVELOPE No. A

Sr. No.	Documents
1	Tender Form as per Annexure-1.
2	Service provider's details in Annexure -2
3	Performance statement for last 3 years in the format given in Annexure-3 supported by copies of work orders/satisfactory certificates issued by the clients or invoice copy.
4	Turnover certificate issued by the chartered accounts for last three years i.e. for the FY 2020-21, 2021-22 & 2022-23 in the format given as annexure-6.
5	GST registration certificate
6	Registration Copy under Shop and Establishment Act/ Registration with the other competent authority
7	PAN Card copy
8	Delaration that the service provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid.

DOCUMENTS – ENVELOPE No. B

Sr. No.	Documents
1	Financial Bid as per BOQ format