



Request for online Quotation – Non Consultancy Services

Country: India

Name of Project: Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project, Pune

Contract Title: Selection of service provider for providing Hall, Food & Stationery for Training & Workshop facility at district level to SMART PIU MSRLM.

Loan No.: IBRD Loan No90310

RFQ Reference No.: SMART/PIU/MSRLM/16/2022-23

Issued by:
Chief Executive Officer
Project Implementation Unit (MSRLM)
Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project
Department of Agriculture, Government of Maharashtra
CIDCO Bhavan, 5th Floor (South Wing), CBD Belapur, Navi Mumbai,
Pincode : 400614 Phone No : 022-27262552/54 Email : procurement@umed.in

INVITATION FOR E-QUOTATIONS

Selection of service provider for providing Hall, Food & Stationery for Training & Workshop facility at district level to SMART PIU MSRLM.

1. Department of Agriculture, Government of Maharashtra has received financing from the World Bank towards “Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project” to transform agriculture and livelihoods sector in Maharashtra. The objective of the project is “to support development of inclusive and competitive agriculture value chains focusing on smallholder farmers and agri-entrepreneurs in Maharashtra”. This would be achieved by expanding access to new and organized markets for producers and enterprises with complementary investments in provision of technical services and risk management capabilities.
2. Chief Executive Officer, Project Implementation Unit (MSRLM), Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project now invites online quotation on <https://mahatenders.gov.in> from eligible bidders for the following following goods and services for Training & Workshop at district level. For the period of One Year.

Schedule of Requirement

Providing and facilitating Conference Hall and Rooms for the MSRLM’s participants on rental basis at all districts in the state of Maharashtra for the following services.

***No of Trainees / Participant for the period of one year – 10,500 Approx.**

Package Type 1:

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

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) Free Facilities during conference:- writing pad - 30 pages, ball-pen, white board with pen, Chart papers, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)

3. **Responsibility of service provider and Terms and Condition:**
As per attached Annexure - A

4. Schedule of RFQ :

Sr No	Details	Date & Time
1.	Date & Time for Commencement of Downloading RFQ document.	Date: 14/12/2022 Time: 18.00
2.	Pre-bid meeting	Date: 22/12/2022 Time: 12.30 venue : 5th Floor, CIDCO Bhawan, CBD Belapur (South Wing) Navi Mumbai - 400614
3.	Last date & time for downloading the RFQ document	Date: 29/12/2022 Time: 15.00
5.	Last Date (deadline) & Time for submission of quotations	Date: 29/12/2022 Time: 15.00
6.	Date and Time for Opening of Technical envelop	Date: 30/12/2022 Time: 15.00
7.	Date and Time for Opening of Financial envelop	It will be published on https://mahatenders.gov.in

5. Tender Fee & EMD :

Sr No	Information	Details
1.	Tender Fee	Nil
2.	Earnest Money Deposit (EMD)	In the form of bid security declaration in the attached format.

6. Bid Price

- The contract shall be for the full services as described above.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be excluding GST.
- Price should be all inclusive of electricity, water, generator etc.
- Bidder should quote rate for all the items.
- Rates should be quote only in Indian rupee
- Only online submitted quotation accepted (other quotation will not be accepted)

7. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9. Language of Bid:

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

10.Pre-bid Meeting:

The purchaser will convey a pre-bid meeting for queries, if any, by the prospective bidders. Bidders are requested to attend a Pre-bid meeting for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein.

11.Amendment in RFQ Document

At any time prior to the deadline for submission of quotation / bids, the Purchaser may amend the RFQ document by issuing addenda on <https://mahatenders.gov.in>

12.Eligibility Criteria:

- a) The bidder must have successfully arranged minimum 10 events of which is 60 participants person per event and minimum 2 different districts experience in any one year during last five years.
- b) Bidder should be registered under Goods and Services tax Act, 2017
- c) Bidder should have its main or branch office anywhere in Maharashtra
- d) The average turnover of the bidder should be more than Rs. 50.00 Lacs. in previous any 3 continues financial years from (2017-18, 2018-19, 2019-20, 2020-21, 2021-22)
- e) The bidder should not be blacklisted /banned by any Government organization/PSUs during last 3 years.

13.Submission of bid:

The bidder should submit the bid online on e-tendering Portal <https://mahatenders.gov.in>

- a) The bids submitted, shall comprise of the following 2 envelopes:
 - **Envelope 1:** Technical Bid
 - **Envelope 2:** Financial Bid in the form of BOQ
- b) Modification and Withdrawal of Bids – Resubmission of bid by the agencies for any number of times before the final date and time of submission is allowed.

14.Bid Security :

- 1) Bidder should submit bid security declaration in the attached format. If bidder not submitted bid security declaration, in such case the bid submitted by such bidder shall be rejected.
- 2) The Bid Security declaration shall be executed
 - a) if a bidder withdraws its bid prior to the expiry date of bid validity specified by the bidder on the letter of bid or any extended date provided by the bidder; or
 - b) During the bid process, if any information submitted found manipulated / hidden /false / mala fide in the bid
 - c) if the successful Bidder fails to
 - (i) Sign the Contract or
 - (ii) Furnish a Performance Security

15.Technical bid: (Envelop 1)

The bidder has to upload following documents in the technical envelope.

- a) Registration Copy under Shop and Establishment Act/ Registration with the other competent authority
- b) PAN Card copy
- c) GST registration certificate
- d) Bid security declaration (in attached format)
- e) Bidder's information details. (*Annexure-1*)
- f) Bidders Performance details. (*Annexure-2*)
- g) The declaration that the bidder is not black listed/banned by any government organization/PSUs. (*Annexure-3*)
- h) Turn over certificate issued by the chartered Accountant (*Annexure-4*)
- i) Supply orders or Completion Certificate or invoice copies (with respect to clause 12a)

Failure to provide the above documents / information will lead to bid being declared as non-responsiveness and will not be considered for evaluation.

16. Financial Bid:

- a) The bidder shall submit Financial Quote in BOQ format only.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be excluding GST.
- a) Rate should be all inclusive of electricity, water, generator etc.
- e) Each Bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this RFQ.

17. Bid opening and Evaluation process

a) Opening of Envelop – A (Technical Bid)

The 'Technical Envelop' of bids will be publicly opened first online in the presence of the bidders' designated representatives and anyone who chooses to attend at the address on the date and time specified in the tender notice. In the event of the date specified for bid opening being declared as a closed holiday for the purchaser's office, the due date for opening of bids will be the following working day at the same time and venue.

b) Evaluation of Technical Bid

The evaluation of the technical bids will be carried out as per the eligibility criteria mentioned in the clause 7 & clause 9. The bidders fulfilling minimum eligibility criteria are declared technically qualified and eligible opening of the financial proposal.

c) Opening of Envelop - 2 (Financial Bid)

This envelope of technically qualified bidders shall be opened as per e-tendering procedure. The date and time of opening of financial bids will be published on <https://mahatenders.gov.in>

18. Evaluation of Quotations

The Project Implementation Unit (MSRLM), SMART Project will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and

(b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all items together. GST cost shall not be considered in evaluation.

- 19.** The procurement process is carried out as per the World Bank's "Procurement Regulations for IPF Borrowers", July 2016 Revised November 2017, July 2018, and November 2020. No special preference, relaxation will be accorded to any bidder either for price or for other terms and conditions.

20. Award of contract

The Project Implementation Unit (MSRLM), SMART Project will award the contract to the bidder/bidders' who has been determined to be substantially responsive and who has offered the lowest evaluated price (L1) for the items together i.e. total amount of the financial quote.

- a) Notwithstanding the above, the Project Implementation Unit (MSRLM), SMART Project reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply/ work order.

21. Performance Security:

- a) The successful bidder shall submit Performance Security @ 5 % of Contract Price. The Performance Security shall be in the form of the Demand Draft or Bank Guarantee and shall be valid till 30 days after completion of the bidder's performance obligations under the Contract, including any warranty obligations, unless specified otherwise.
- b) The Performance Security without interest will be discharged/returned upon being satisfied that there has been due performance of the obligations of the selected bidder under the contract.

22. Contract Period

The contract shall be for the period up to One Year which may be extended Maximum next Six Months as per the need of the project and performance of the service provider and upon agreed financial norms.

23. Signing of Contract

The Contract will be signed as per online quotation 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.

24. Contract period and Training Location:

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.

Training location at all District level – as per requirement time to time training locations, district name and date will be informed separately to successful bidder.

25. Warranty: Not Applicable

26. General Conditions:

- a) The quantity mentioned may increase /decrease depend on the requirement.
- b) All legal disputes relating to the supply and installation etc. are subject to the jurisdiction of court of law at Mumbai District.

27. Payment:

Payment will be made within 3 weeks after successful providing of services certified by the authority appointed by the Project along with the bill/invoice. Applicable GST will be paid on submission of invoice/bill.

**-Sd-
Chief Executive Officer
Project Implementation Unit (MSRLM)
SMART Project.**

Annexure - A
Responsibility of service provider:

- 1) PIU MSRLM will inform service provider one week in advance the training/workshop/meeting dates, time over email or letter.
- 2) Service provider should provide PIU MSRLM well in advance the details of the location before the scheduled training/workshop
- 3) PIU MSRLM will provide list of participant along with the contact details two days before the scheduled training / workshop. Service provider has to contact participant and facilitate them to reach location.
- 4) Service provider has to facilitate the participant during check in and check out and during training /workshop.
- 5) The service provider is also responsible for providing other services like providing Vehicles, 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.

Terms & Condition:-

General Terms.

- 4.1 All payment would be made by cheque/RTGS/PFMS only.
- 4.2 No advance payment shall be made.
- 4.3 TDS as per prevailing orders of government will be deducted.
- 4.4 Rates quoted by bidder should be valid for 1 year from the date of award.
- 4.5 Payment would be made only as per attendance of training participant.

Other conditions

- 4.6 Neat & clean service boys with proper uniform. And proficient in local language.
- 4.7 No renovation, major repair/ alteration work is to be undertaken in the premises during the training / workshop.
- 4.8 Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the training hall, public area, and other external common area the trainees use as well as in preparation of food in the hotel. It should be compromised under no circumstances
- 4.9 Feedback should be taken from participant and report submitted to concern officers.
- 4.10 Separate toilet and bathroom must be available for ladies and gents.

Residential Training

- 4.11 Provide lodging arrangement to participant
- 4.12 Each participant should provide separate mattresses along towel, bed sheet, blanket, and pillow with cover. Towel, bed sheet, blanket and pillow cover must be changed after 2 day use.

- 4.13 Each participant should provide kit of Toothbrush – 1 nos & sufficient quantity of tooth pest, bath soap, and shampoo and hair oil.
- 4.14 One toilets and bathroom (combine accepted) should be made available within 5 to 6 women's with bucket, mug etc.
- 4.15 Maximum occupancy in one room should be 5 person
- 4.16 Sufficient hot and cold water should be available.
- 4.17 Sufficient drinking water should be made available in room.
- 4.18 Room should be everyday clean and hygienic.
- 4.19 Sufficient security guards (combination of male and female) should be available 24x7
- 4.20 Firefighting equipment should be made available in the premises
- 4.21 Safety of the women at lodging area is the responsibility of the agency.
- 4.22 Doctor should be available on call basis.
- 4.23 Sufficient manpower for management should be availbale
- 4.24 **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. *The power to waive fines and penalty vests with the CEO, MSRLM.*
- 4.25 The successful service provider shall not assign, in whole or in part, their obligations under this Contract, to any other party.

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY
(To be submitted on the Bidder's Letter Head)

Date: *[insert date]*

RFQ/ Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit Selection of **service provider for providing Hall, Food & Stationery for Training & Workshop facility at district level to SMART PIU MSRLM**, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any government tenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.
- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorized Signatory of bidder
Name of Authorized Signatory

Annexure – 1

Bidder Information & performance statement

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 turnover of any 3 continues financial years from (2017-18, 2018-19, 2019-20, 2020-21, 2021-22)	

Signature and seal of the Service provider

Note:

In support of above statement, enclose the only relevant copies of supply orders and client's satisfactory certificates.

Annexure -2
Performance statement

Give details of service provided during the last 5 years in the following format;

Sr. No.	Client name and address	Order / Contract Number and Date	Details of service provided	Duration of Order / contract		Total Billing Amount during order / contract period	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 -3

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON BIDDER'S LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION OF**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

Date: *[insert date]*

RFQ/ Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any World Bank funded Project/ Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Signature and Seal of Authorized Signatory of bidder
Name of Authorized Signatory.....

Annexure -4
Format 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 Rs.
1		
2		
3		
4		
5		

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Sample Financial Bid Format (BOQ)

[Validate](#)
[Print](#)
[Help](#)

Item Rate BoQ

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

Name of Work: Selection of service provider for providing Hall, Food & Stationery for Training & Workshop facility at district level to SMART PIU MSRLM.

Contract No: MSRLM/SMMU/TRNG/16/2022-23

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 relevant 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 #	NUMBER #	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	Package Type -1 Package (PAXS) for Stay & Food with free conference hall (with facilities like Lodging, Conference Hall – 10 hrs, 2 Times Tea/Coffee, Biscuits, Buffet Breakfast, Buffet Lunch (Veg), Dinner (Veg) Free Facilities during conference:- writing pad - 30 pages, ball-pen, white board with pen, Chart papers, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)					
1.01	Facility provide at District Level with in 5 km of Railway station / Bustand /Center of District location.	1.000	Nos		0.000	INR Zero Only
2	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) Free Facilities during conference:- writing pad - 30 pages, ball-pen, white board with pen, Chart papers, Wi-Fi, Projector-1 nos, audio system, Mike – 3 nos, Podium etc.)					
2.01	Facility provide at District Level with in 5 km of Railway station / Bustand /Center of District location.	1.000	Nos		0.000	INR Zero Only
Total in Figures					0.000	INR Zero Only
Quoted Rate in Words			INR Zero Only			

**Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project
PIU – Maharashtra State Rural Livelihood Mission (MSRLM)**

**Selection of service provider for providing Hall, Food & Stationery for Training & Workshop facility at district level to SMART
PIU MSRLM.**

Clarification to the queries raised by the bidders up to 22/12/2022 at SPMU office Mumbai – 400 001

Tender ID : 2022_MSRLM_859186_1

Clarification No.	Bid reference Para/ Section	Page No.	Clarification Sought	Clarification by MSRLM
1	Point No 15 Technical Bid Registration Copy under Shop and Establishment Act/ Registration with the other competent authority	5	Kindly allow organizations registered under Societies Registration act. AIIISG is registered under Societies Registration Act and has extensive experience in the field of skill development and capacity building. The Institute conducted and organized many training programs for centrally and state sponsored missions like AMRUT, PMAY, JJM, NULM etc.	Organizations registered under Societies Registration act will be considered for registration of firms.

**-Sd-
Dr. Hemant Vasekar IAS
Chief Operating Officer
MSRLM**