

**T E N D E R**

**DAHEJ SEZ LIMITED**

**GANDHINAGAR**

**TENDER NOTICE NO. 02/2018-2019**

**Tender for Appointment of Firm/Agency for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) by Dahej SEZ ltd.**

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**Name of work: Tender for Appointment of Firm/Agency for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) by Dahej SEZ ltd.**

**1.0 Introduction:**

Dahej SEZ ltd. (DSL) intends to select agency for Appointment of Firm/Agency for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) by Dahej SEZ ltd.

**2.0 About Dahej SEZ**

Dahej SEZ is a multi-product Special Economic Zone located in Dahej Industrial Estate, Dist.: Bharuch and is notified in 1682 hector of land area. The SEZ is developed by Dahej SEZ Ltd., a company jointly promoted by Gujarat Industrial Development Corporation (GIDC) and Oil & Natural Gas Corporation Ltd. (ONGC). The SEZ is at a strategic location within Gujarat Petroleum, Chemicals and Petrochemicals Region (PCPIR). Dahej SEZ is divided into two part. Part - I in east and part - II in west are connected by dedicated corridor. Part- I cater about 1200 hec. land area while part-II cater about 500 hec. All basis infrastructure facilities like RCC roads network, water facility, effluent disposal facility, storm water drainage facility, street lights etc. are in place.

**Subject: Tender for Appointment of Firm/Agency for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) by Dahej SEZ Ltd.**

Tender in the form of techno commercial bids are invited from reputed Firm/Agency for Dahej SEZ Ltd. (DSL) The description of work and other terms & conditions are mentioned here under:

**3.0 SCOPE OF WORK:** Contract for appointment of Firm/Agency for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) (Multi Product – Sector Specific) by DSL with following scope and terms and conditions.

**Preparation of feasibility report for setting up of SEZ Sector Specific & Multi Product including:**

**a.**

1. Project scoping and conceptual planning
  2. Technical feasibility studies
  3. Demand – Supply Gap study and analysis and conclusion
  4. Financial feasibility studies
  5. Project Structuring
  6. Project Planning concept and brief
  7. Land use pattern
  8. The facilities to be provided in the proposed SEZ, its types, capacity, estimated cost and tentative Implementation schedule
  9. Assessment of Infrastructure Demand (Physical & Social)
  10. Employment Generation (Direct & Indirect) due to the Project
  11. Availability of Water, Energy/Power Requirement, Natural Gas, Port, Railway, State-National Highways, Logistic & its Source
  12. Listing of in brief statutory approval required with name & location of authority
  13. Industrial Waste Management
  14. Rehabilitation & resettlement (R&R) plan
  15. SWOT analysis of feasibility report
- b) Visiting companies / Factory premises as may be required
- c) Resolving the query raised during the meeting / visit
- d) Collection, storage, Compilation, analysis of information / data / record
- e) Submission of report with incorporating data collected, analysis, representation of the data in different charts, compilation of data- observation- suggestion-feedback and incorporation instruction / suggestion given by DSL.
- f) The property of data / information so collected, report so prepared shall be of Dahej SEZ Ltd.

- g) Fire / Agency must have kept the data-information-report-analysis and its content conditional. No data / information / report or their content shall be published or used or disclosed by Fire / Agency or his staff engaged to anybody directly or indirectly, free / chargeable or by any mode for whatsoever reason.

#### **4.0 General terms and conditions:**

- a) The Man power to be deployed by Firm / Agency will have to commute to the office of DSL at his own expenses. No extra conveyance charges will be paid.
- b) No Conveyance / Travel / Lodging / Boarding etc. charges to Man Power deployed for above said work will be reimbursed / paid by DSL.
- c) The Man power of Firm / Agency shall work under the guidance, supervision, and control of Authorized Official of DSL.
- d) The Man power of Firm/Agency shall to keep the record, data, documents etc. so generated / collated, prepared shall be properly of DSL and hand over after completion of assignment.
- e) Firm/Agency shall submit a progress report every week.
- f) The Man power engaged by the Agency shall not be considered as employees of the DSL for any kinds of purposes moreover the staff will not claim for any kind of right regarding the employment on the DSL and other related benefits during and after tenure of agency directly or indirectly.
- g) Firm/Agency will have to depute more knowledge person officers as and when required by DSL.
- h) The Man power Deployed by Firm/Agency will not solicit/ take up any kind of work /services to any unit within the Dahej SEZ directly or indirectly.
- i) If Firm/Agency wishes to terminate the contract before the expiry, due to any personal reason then the contractor should give one month written notice to the DSL. After such termination, the security deposit amount will not be refunded to Firm/Agency.
- j) In the event of failure while carrying out work assigned under the contract to satisfaction of DSL then the DSL reserves the right to get the work done through alternate sources at the cost and risk of Firm/Agency.
- k) Firm/Agency after receipt of the tender document, must visit the site, collect information and satisfy himself about work and obtain required clarifications.
- l) Firm/Agency shall and sure disciplined behavior and good conduct by the personal within visit of company / factory / DSL premises. If anyone found violating norms of discipline and good conduct, agency has to replace the person/staff within 2 days after intimation by DSL.
- m) Firm/Agency shall insure all the personnel employed at his own cost for the execution of the work.

- n) Firm/Agency must be agreeable to abide by all applicable statutory obligations of the company labour laws including PF, ESIC, Gratuity, Bonus, Personal Accident Policies and etc. as may be for their employees.
- o) Firm/Agency has to fulfill all rules and regulations governed in SEZ area and other as applicable through their own experts, professionals.

**5.0 Time Frame:**

- a) The agency is required to submit draft feasibility report within **3 weeks** from date of issue of work order for review.
- b) Agency will incorporate the modification / suggestion as intimated by DSL within **1 week** and submit the corrected report.
- c) Final report shall be submitted by agency to DSL not more than **5 week** of date of issue of work order.

**6.0 Collection of tender documents:**

Tender document / scope of work can be down load / obtained from website: **www.dahejsez.com** from **30/10/2018 to 14/11/2018**.

**7.0 Tentative schedule of tender:**

Sr. No.	Description	Schedule
1	Obtaining / Downloading of Tender documents	From 30/10/2018 to 14/11/2018
2	Submission of physical copy of Tender documents at DSL Gandhinagar office	14/11/2018 up to 04.00 PM by RPAD / Speed Post only
3	Pre-bid meeting at DSL, Gandhinagar office	03/11/2018 @ 11.30 AM
4	Opening of price bid	19/11/2018 @ 11.00 AM

**7.0 Qualifications Of Bidders:**

- a) Firm/Agency shall have register Firm/Agency since last 7 Years
- b) Firm/Agency should have minimum of 5 years’ experience to provide management consultancy / providing similar kind of services. List of client name & telephone number along with work order copy is to be attached along with tender.
- c) Completed at least 2 similar projects i.e. SEZ / Industrial Park in Indian for any private company / any Govt. dept.
- d) The minimum turnover of Firm/Agency should be Rs. 3 Cr. (average) per annum for the last three years.
- e) Firm/Agency should have minimum 15 employees on their pay rolls during last three years in providing management consultancy services.
- f) Firm/Agency should have minimum 1 (one) employees having bachelor Degree in Civil Engineering or Equivalent with MBA and having minimum 3 year of worked experience on similar Projects.

- g) Firm/Agency should have minimum 1 (one) employees having CA or Equivalent and Bachelors in any field and having minimum 3 year of worked experience on similar Projects.
- h) Firm/Agency should have minimum 1 (one) employees having Masters in Planning with Bachelors in Civil Engineering or Equivalent and should have worked on similar Projects.
- i) Firm/Agency should have minimum 1 (one) employees having bachelor Degree in Architecture or Equivalent and having minimum 3 year of worked experience on similar Projects.
- j) Firm/Agency should have minimum 1 (one) employees having bachelor Degree in Law or Equivalent and having minimum 3 year of worked experience on similar Projects.

### **8.0 Deployment Of Manpower And Equipments / Tools:**

- 8.1 Firm/Agency will have to deploy required Man Power / Human Resources for aforesaid work / assignment during working hours.
  - 8.2 Senior professional qualified person will be monitoring the operations of deputed Man Power / Human Resources and shall interact on regular basis.
  - 8.3 Firm/Agency shall be responsible for the conduct/integrity of personnel deployed by them. The firm / agency will also be responsible for any act of omission or commission on their part and vouch for their character and integrity.
  - 8.4 The persons deployed by the firm/agency to this contract must possess valid identity proof and residence proof as a citizen of India. The firm / agency has to give a written undertaking to the effect that they have conducted necessary verification of past history of the persons deployed to this contract and they have no criminal background. The firm/agency shall provide Identity Card to all personnel deployed. The Man Power / Hunan Resources deployed by the firm / agency should be engage with the firm / agency for minimum of 2 years.
  - 8.5 The firm/agency will provide required equipments like computer, printer, internet connection, vehicles etc. to persons deployed by the firm/agency.
- 9.0 SAFETY CODE** - The firm / agency shall take necessary safety measures to ensure safety of persons deployed. DSL shall not be responsible for any injury/death caused to their personnel while working in the premises of DSL under this contract.
- 10.0 FOOD & ACCOMMODATION** - The firm / agency shall arrange at his own expenses food and accommodation for the staff deployed under this contract. As per SEZ act, staff deployed to this contract is not allowed to stay in SEZ area.

**11.0 TENURE OF CONTRACT:** Firm/ Agency for Appointment of Firm/Agency for preparation of Feasibility report for Dahej SEZ Ltd. as above shall be for a period of 5 (five) weeks.

**11.1** The competent authority in DSL reserves the right to terminate the contract at any time before completion of the tenure period in case the services of the firm/agency are found unsatisfactory, on giving one month notice to the agency.

**12.0 SATISFACTORY SERVICES** - The decisions of competent authority shall be the final and binding on the agency for the purpose of determining satisfactory services.

**13.0 DAMAGES** - Any damage caused to the property of DSL due to the negligence on the part of the firm / agency's men will be liable to be compensated by the agency.

**14.0 PROHIBITION OF SUB CONTRACT** - The agency shall not appoint any sub-contract for this work under any circumstances.

**15.0 COMPLIANCE WITH STATUTORY AUTHORITIES-** The firm / agency shall be responsible for compliance with the provision of the following major Labour laws:-

(a) Contract Labour (Regulation & Abolition) Act, 1970.

(b) Minimum Wages Act.

(c) Workmen's Compensation Act.

(d) Any other rules, regulations and / or statutes as may be applicable to them from time to time.

**16.0 RESOLUTION OF DISPUTE** - In case of dispute the decision of CEO, DSL shall be binding.

**17.0 PAYMENT –**

1. The payment terms would be as under:

- 50 % payment after submission of first draft report.
- 30 % payment after submission of final report incorporating the suggestion / correction satisfactory as suggested by DSL.
- 20 % payment after submission of final report in 5 original sets (sealed signed) & incorporating the final report in CD / DVD in 5 sets.

2. The agency shall issue invoice as per GST Act 2017 and in the name of **M/s. Dahej SEZ Ltd, Block no.14th, 3rd Floor, Udyog Bhavan, Sector -11, Gandhinagar - 382017, incorporating GST No. 24AACCD8098E3ZJ**

After receiving the bill authorized person from DSL will certify the bill and then payment will be disburse.



**18.0 DEDUCTION OF TAX AT SOURCE** - Tax shall be deducted at source from all the accepted payment to be made in accordance to statutory provisions of Tax as amended from time to time.

**19.0 EARNEST MONEY DEPOSIT** – An Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of Dahej SEZ Limited payable at Gandhinagar is required to be attached with the technical bid. The EMD is liable to be refunded after conclusion of the tendering process.

**20.0 Tender validity period:**

The tender/bid is valid for 120 days from the date of opening of price bid.

**21.0 Tender fee**

1. Tender fees of **Rs. 500/-** in form of Demand Draft only (non-refundable) in favor of “Dahej SEZ Limited” payable at Gandhinagar will be submitted along with original tender bid.
2. The Bidder shall have to submit unconditional offer without differing from any of the tender condition.
3. Offers submitted without original tender fee (non-refundable), EMD & other required documents will not be accepted.

**22.0 Submission of bids:**

Interesting agencies have to submit following documents / information along with proposal:

**Note: Proposal must contain index and all the pages must be page assign numbered.**

- a) Tender Fee (non- refundable) in original.
- b) EMD as per tender T&C in original.
- c) Seal and signature in all pages of this tender documents / notice as acceptance of terms and conditions.
- d) Agency has to submit self declaration undertaking stating that their agency / firm was not black listed by any govt. dept. / Organization / Authority.
- e) The Technical Bid, in the pro-forma prescribed at Annexure-I and other documents as required supporting to qualification of bidder may be kept in a sealed cover and super scribed as “Tender for Appointment of Firm/Agency as for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) by Dahej SEZ ltd.
- f) Attested photocopies of registration certificate of the agency, PAN /TAN No., details on registration with authorities like GST, Income tax, PF authorities, Labour authorities, ESIC, documents in support of possession of requisite experience by the agency.
- g) An undertaking to the effect that the said agency is willing to abide by the terms and conditions of DSL.

**(Please add documents as mentioned in annex-1 for tech evaluation)**

### **23.0 Security Deposit:**

- 23.1 The successful tender shall be required to deposit 10% of contract value as security deposit in the form of Demand Draft drawn in favour of Dahej SEZ Limited payable at Gandhinagar as security deposit at the time of signing of agreement.
- 23.2 The amount of security deposit is liable to be refunded within one month of the completion of the contract. In case of termination of contract due to no satisfactory performance by agency, the security deposit will be forfeited.
- 23.3 No interest shall be accrued on the said security deposit and EMD.
- 23.4 EMD will be forfeited if agency fails to execute the contract as per terms and conditions mentioned in the tender.
- 23.5 E.M.D of successful bidder shall be adjusted against security deposit.

### **24.0 Evaluation of Bid:**

The tender should be awarded to the qualified bidder after evaluation of bid as per criteria decided by DSL.

**25.0 Penalty Clause:** DSL reserved the right to deduct the amount of bill on pro-rata basis wherever the firm / agency fails to perform the work as per tender terms and conditions. Amount of penalty shall be decided by DSL and shall be binding to agency. Any revenue loss due to negligence of your service/ duty of Man Power / Human Resources then damage /loss amount will be recovered from your due payment.

**26.0 Inspection Of Site:** Interested firm / agency through their authorized representative, must personally visit office of the Dahej SEZ Ltd. or nearby area to get a clear assessment of the scope of work before submission of tender/offer. The date/time of such visit may be decided with prior appointment with the person authorized by DSL.

**27.0 Contract Agreement:** The successful firm / agency has to execute a contract agreement with DSL on a stamp paper of requisite value in the prescribed format within ten days from the date of acceptance of tender failing which EMD is liable to be forfeited and disqualifying for the contract.

**28.0** DSL reserved the right to increase or decrease scope of work.

**29.0** DSL reserves the right to reject any or all of the tenders/offers without assigning any reason.

### **30.0 Disputes**

Dispute if any, between the client and the Consultant, the decision of the Chief Executive Officer, Dahej SEZ Ltd is final and binding

**Annexure – I**

**Technical Evaluation Sheet for Tender for Appointment of Firm/Agency as for preparation of Feasibility report for setting up of a Special Economic Zone (SEZ) by Dahej SEZ ltd.**

A	B	C	D	E	F	I	Total
Registration of Firm minimum 7 years	Minimum of 5 years' experience in services	PAN ,GST ESI & PF etc.	Having at least 2 similar projects i.e. SEZ / Industrial Park	Turnover of Firm/Agency should be Rs. 3 Cr. (average) per annum for the last three years	Minimum 15 employees on their pay rolls during last three years	Qualified employees as per tender	
05	10	10	25	10	15	25	100

**Annexure – II**

**Technical Bid for Tender for Appointment of Firm/Agency as for preparation of Feasibility report for Dahej SEZ ltd.**

1. Name of the Firm \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

4. Date of Registration of the Firm \_\_\_\_\_

5. PAN/TAN No. \_\_\_\_\_

6. GST registration No. \_\_\_\_\_

7. List of Clients (*Additional sheet may be used if the space provided below is insufficient*):

Sl. No	Name of the Client Organization	Duration of service			No of Personnel Deployed	Remarks (if any)
		From	To	Total		

8. Undertaking:

We \_\_\_\_\_ (Name of the firm) hereby undertake that the details given above are true and correct and also accept the terms & conditions laid down by Dahej SEZ Ltd. time to time.

8.1 Further, we also undertake that we shall comply with all statutory obligations regarding deployment of man power, for example:

a) Contract Labour (Regulation & Abolition) Act, 1970.

b) Minimum Wages Act.

c) Workmen's Compensation Act.

d) P.F , E.S.I, Professional Tax

e) Any other rules, regulations and / or statutes as may be applicable to them from time to time

9. Earnest Money Deposit of Rs.10,000/-

(i) DD No. \_\_\_\_\_

(ii) Issuing Bank & Branch \_\_\_\_\_

Dated: \_\_\_\_\_

**(Signature of the authorized signatory of the Firm)**

Full Name \_\_\_\_\_

Mob. No. \_\_\_\_\_

Company Seal \_\_\_\_\_

**Annexure – III**

**Financial Bid for Tender for Appointment of Firm/Agency as for preparation of Feasibility report for Dahej SEZ ltd.**

1. Name of the Firm \_\_\_\_\_  
2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

<b>Sr. No.</b>	<b>Particulars</b>	<b>Professional excluding of all (in Rs.)</b>
1	Management Fees Tender for Appointment of Firm/Agency as for preparation of Feasibility report for Dahej SEZ ltd.	
	Total	

Note:

\*(1) Firm /Agency have to provide charges of Man Power / Human Resources including Lodging, Boarding, Conveyance etc. to be deployed.

Dated: \_\_\_\_\_

**(Signature of the authorized signatory of the Firm)**

Full Name \_\_\_\_\_

Mob. No. \_\_\_\_\_

(Company Seal) \_\_\_\_\_