

**Commissioner cum Director, Panchayat
36 C III, Block – II, Second Floor,
Indrawati Bhawan, Naya Raipur**

Expression of Interest

Submit your offer for the job as specified below. Your offer should be submitted in sealed cover as specified in this tender specification, and addressed to the Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur with our reference number super-scribed on the cover and on the understanding that you have read through the Terms and Conditions of this invitation and the enclosures and undertake to abide by them. Tender documents will be available from 11.05.2016 and onwards on all working days during office hours after paying bank draft of Rs. 10,000/- (non refundable) in favour of Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur payable at Raipur. The tender documents can also be downloaded from the website : <http://prd.cg.gov.in/>

**Nodal Officer
Hamar Chhattisgarh Yojana**

1. Name of Work “Hamar Chhattisgarh” Scheme - Management of Lodging, Boarding, local Transportation, Security, Maintenance and Management of 500 persons and all other necessary arrangements at Naya Raipur. The work will be on the basis of per day per person or complete turnkey basis. (In case of low attendance a minimum guarantee of 400 persons will be ensured.)

Tender documents will be available from 11.05.2016 and onwards on all working days during office hours after paying bank draft of Rs. 10,000/- (non refundable) in favour of Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, payable at Raipur. The tender documents can also be downloaded from the website : <http://prd.cg.gov.in/>, Tender Document Fee will be paid by the tenderer at the time of submission the bid if document is downloaded from website. Tender documents complete in all respects shall be submitted to the above office along with a refundable security deposit (DD, FDR or Banker’s Cheque) of Rs. 15,00,000/- (in words Rs. Fifteen Lacs only) favoring Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, payable at Raipur within below specified time frame Last Date of receipt of Tender 01.06.2016 by 3:30 PM. Date of opening of Tender & presentation 05.06.2016 by 11:00 AM. Prebid meeting will be held on 20.05.2016 by 11.30 AM at **Vikas Bhawan, Civil Lines, Raipur.**

The successful bidder has to submit a performance guarantee of Rs. 50,00,000/- in shape of D.D./Fixed Deposit/ Bank Guarantee.

Note: No Tender document will be accepted without the Security Deposit DD.

2. Eligibility Criteria

The agencies intending to bid for appointment as a catering service provider shall fulfill the pre qualifying criteria.

1. The principal bidder should be registered business entity (Pvt. Ltd. Company/partnership firm/proprietorship) and should have operating in this field for at least last 5 years.
2. The bidder should have two work orders of Rs. 2 Crore and above or five orders of Rs. 1 Crore and above in last 5 years. These work orders could be either from Corporate House/PSU/ Government.
3. The bidder should have at least one Work Order from Chhattisgarh Government.
4. The bidder should have Income Tax PAN/TIN/ Sales Tax/Service Tax Registration Certificate by relevant tax department.

5. The bidder should have sound financial position and should have cumulative turnover of Rs. 15 Crore (Rupees Fifteen Crore Only) for last three financial year.

3. Scope of Services

- a.** Required plan for Local Travelling, monitoring of Lodging & Boarding, drinking water, Security, Guides for each Bus.
- b.** Tenderer should do the documentation in the form of photography and videography of each visit.
- c.** Tenderer should make a communication center for the visitors with internet facility. Also provide one reception counter (24 x 7) with persons who have good communications in local languages.
- d.** Tenderer should have a team with proper dress code and with ID cards.
- e.** Tenderer will give daily reports to the Nodal officer.
- f.** Tenderer has to provide the necessary requirements of the visitors like Bed, bed mattress, blanket/ quilt & fresh bed seats, Pillow cover for each visitor on alternate day.
- g.** Tenderer should provide the Power Backup at the residential premises.
- h.** Maintenance of all the bathrooms, toilet, washbasin and cleaning both times daily.
- i.** Keeping the premises clean by cleaning the rooms/ kitchen/ dining hall and other premises every day.
- j.** Housekeeping services.
- k.** Garbage disposal facility to the location specified by NRDA, keeping the idea of Swacchha Bharat Mission.
- l.** Provision of lighting and 500 chairs for cultural events.
- m.** Provision of sufficient number of male and female security guards for overall security of premises and infrastructure.
- n.** Maintenance of internal electrification and water supply within the premises.
- o.** Provision of locker facility for individual assets with 2 sets of key for each visitor.
- p.** To provide morning tea, breakfast, lunch, evening tea with snacks and dinner.
- q.** The tenderer has to establish a modern equipped kitchen to prepare food hygienically.
- r.** The tenderer should provide welcome drink to each visitor on arrival.

4. Submission of Tender:-

Tender shall be prepared and submitted in one sealed envelope containing 3 individually sealed envelopes inside. All envelopes shall be duly sealed and shall have super inscription on the cover indicating name and reference of the tenderer and envelop number.

1. Envelope 1 (EMD) It will contain earnest money deposit in the form crossed bank draft of Rs. 15,00,000/- (refundable without interest) of any nationalized bank in favor of Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, payable at Raipur.

2. Envelope 2 (Technical bid - Documents) the envelop shall contain all documents required in support to meet the eligibility criteria as stated above in para 2. Eligibility criteria (Terms and Conditions).

3. Envelope 3 (Financial bid) should be filled in the prescribed format.

5. Evaluation of technical Bids

Tender will be evaluated on qualification cum cost benefit system (QCBS). 80% weightage will be given for technical qualification and 20% for financial.

6. Award of Work:-

A four member committee shall evaluate the tender documents & presentation plan.

7. Presentation:-

The presentation is to be made on the date of opening of tender. The presentation is to be made in the form of video, 3 D models or any other type, maximum duration of 10 minutes.

8. Basis and interpretation of signing the tender form:-

The signing of the tender by the tenderer shall be deemed an acceptance of all stipulations and provisions of these conditions and associated documents as an integral part of the contract. No provision in these general conditions shall be rendered inapplicable except only so far as these provisions are not consistent with provisions contained in any particular specification, and technical condition, in which case the latter shall be effective provision.

9. Period of validity of tender:-

The tenderer agrees that the tender once dispatched/ submitted shall remain irrevocable and open for acceptance for a period of 2 years from the date of opening of tender. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender, which are not acceptable to the Govt. of Chhattisgarh, the govt. shall without prejudice to any other right be at liberty to forfeit the tender deposit absolutely.

10. Acceptance of tender:-

The acceptance of tender will vest with the Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, who reserves to himself the authority to give relaxation in any terms and conditions or reject any or all of the tenders without assigning any reasons. Tenders in which, any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The Govt. does not bind the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same. Unsealed tenders are also liable to be rejected.

11. Tender Deposit:-

The tenderer shall submit tender along with EMD of Rs. 15,00,000/- (Rs. Fifteen Lacs only) (refundable) in the form of demand draft of any nationalized bank in favor of Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, payable at Raipur. If the successful tenderer to whom the contract is awarded refuses or neglects to sign or fails to furnish the performance bond, his tender deposit shall be forfeited. The EMD (without any interest) of unsuccessful tenderer will be returned as soon as practicable after the award of contract to successful party or termination of the validity of the tender proposal, whichever comes first. Any tender without EMD (Earnest Money Deposit) will be rejected. The successful bidder has to furnish a performance guarantee of Rs. 50,00,000/- in shape of D.D./Fixed Deposit/ Bank Guarantee.

12. Representation:-

i) On acceptance of the bid, the name(s) of the accredited representative(s) of the contractor who would be responsible for taking instructions from the competent authorities shall be intimated to the Government of Chhattisgarh.

ii) Canvassing In connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

13. Taxes:-

Service Tax, Sales Tax, Excise duty or Statutory Taxes and other liabilities on any matter in respect of the contract shall be payable by Government of Chhattisgarh as applicable. Quotation should include relevant tax. TDS implication will be as per law.

14. Implementation Plan:-The tenderer shall submit an implementation plan to complete all the work in accordance with the scope of work. The implementation plan shall include a detailed implementation time schedule showing the time sequence and estimated duration of individual items.

15. Management Plan:- The tenderer shall submit a chart of the Organisation personnel's which he proposes to establish for the execution of the project covering both home and field work and including the name and Curriculum Vitae of key personnel and the number of designer, engineers and technicians to be engaged in the Scheme.

16. Photographs and video coverage of the entire event shall be prepared and copies/ CD of the same shall be submitted to the Nodal Officer.

17. The Nodal Officer has the right to make necessary changes in the plan at the eleventh hour.

18. All rights will be reserved with Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, any dispute arising shall be subject to Raipur Jurisdiction.

19. Chhattisgarh Government will not liable or responsible for any mis-happening & casualty during any stage of work.

20. The tenderer shall employ qualified/ skilled staff and labour and shall ensure availability of all safety measures as per standard practices. Any casualty/ mis-happening during installation and un-installation work shall be sole responsible of the tenderer. Chhattisgarh Govt. will not be liable in any manner. Insurance of all the employees, employed by the tenderer is necessary.

22. The tenderer shall obtain certification from registered civil/ electrical engineer regarding adequacy of standard safety measures from fire and electrical wiring and quality of structure to survive rain, wind and fire as per established norms. Also sufficient insurance coverage shall be obtained to cover losses on account of any unforeseen mis-happening to structure and life of individuals.

23. The tenderer shall secure the entire venue through CCTV cameras ensure deployment of adequate security personnel both male and female considering high footfall as stated above for safety of Individuals. Also adequate power backup arrangement shall be made for lighting of the whole premises.

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Financial Bid

Name of the Organization

Address

.....

Contact Person with designation

Contact No.

Sr.No.	Name of work	Duration	Amount
1.	Management of the visitors as per the Section -1 of the bid document	a) One day One person b) 500 persons per day

DECLARATION

I partner/proprietor/director of
..... on behalf of the firm/company hereby declare
that all the above information is true and correct. We are willing to work for
Commissioner cum Director, Panchayat, Indrawati Bhawan, Naya Raipur, for
Maintenance and Management “To showcase the Development of Chhattisgarh
State and Naya Raipur to the people of State for approx. 500 persons per
schedule day”.

**Signature of Tenderer/Representative
Seal of the Firm (with Address)**