

CIN: DICDL/DSIR/ABCD/HSKP/01

Part I

Request for Qualification
cum
Request for Proposal
for
Housekeeping Services in ABCD Complex
in Dholera Special Investment Region,
Dholera

Dholera Industrial City Development Limited (DICDL)
6th Floor, Block No. 1 and 2, Udyog Bhavan,
Sector-11, 'GH-4' Circle, Gandhinagar – 382017
Gujarat, India

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TABLE OF CONTENTS

GLOSSARY	1
Instructions to Bidder for e-Tendering	2
DISCLAIMER	4
1. INTRODUCTION	6
1.1 Background.....	6
1.2 Brief description of Bidding Process.....	7
1.3 Schedule of Bidding Process	9
2. INSTRUCTIONS TO BIDDERS	10
2.1 Scope of Bid	10
2.2 Eligibility of Bidders	10
2.3 Deleted.....	13
2.4 Number of Bids and costs thereof	14
2.5 Site visit and verification of information	14
2.6 Acknowledgement by Bidder	14
2.7 Right to accept or reject any or all Bids.....	14
2.8 Contents of the RFP.....	16
2.9 Clarifications	17
2.10 Amendment of RFP	17
2.11 Language	17
2.12 Format and signing of Bid.....	17
2.13 Sealing and Marking of Bids.....	18
2.14 Bid Due Date	19
2.15 Late Bids	19
2.16 Modifications/ substitution/ withdrawal of Bids	19
2.17 Opening and Evaluation of Bids.....	21
Evaluation of Technical Bids:.....	21
2.18 Confidentiality	22
2.19 Tests of responsiveness	22
2.20 Clarifications	23
2.21 Selection of Bidder	24
2.22 Proprietary data	25
2.23 Correspondence with the Bidder	25
2.24 Contacts during BID Evaluation.....	25
3. CRITERIA FOR EVALUATION.....	26
3.1 Evaluation parameters	26

3.2	Deleted.....	26
3.3	Details of Experience	26
3.4	Financial information for purposes of evaluation.....	26
3.5	Qualification of Bidders	26
4.	FRAUD AND CORRUPT PRACTICES	27
5.	PRE-BID CONFERENCE.....	29
6.	MISCELLANEOUS	30

Appendices

I	Format for Application of Bid:	
IA	Letter Comprising the Technical Bid	31
Annex – I	Details of Bidder	35
Annex – II	Technical Capacity of Bidder	38
Annex – III	Financial Capacity of Bidder	39
Annex – IV	Details of Eligible Projects	42
3	Annex – V	Statement of Legal Capacity
	IB	Letter Comprising the Financial Bid
		44
II	Format for Power of Attorney for signing of Bid	45
III	Deleted	46
IV	Deleted	48
V	Bank Guarantee for BID Security	49
		50

GLOSSARY

Bidder(s)	As defined in Clause 1.2.1
Bid Due Date	As defined in Clause 1.1.7
Bids	As defined in Clause 1.2.2
Bid Price	As defined in Clause 1.2.6
Bid Security	As defined in Clause 1.2.4
Bidding Documents	As defined in Clause 1.1.7
Bidding Process	As defined in Clause 1.2.1
Work Period	As defined in Clause 1.2.6
Contractor	As defined in Clause 1.1.2
Conflict of Interest	As defined in Clause 2.2.1(c)
Contract Agreement	As defined in Clause 1.1.2
Experience Score	As defined in Clause 3.2.5
Financial Capacity Government	As defined in Clause 2.2.2 (B) Government of India/ Gujarat
Lead Member	As defined in Clause 2.2.6 (c)
LOA	Letter of Award
Lowest Bidder	As defined in Clause 1.2.6
Net Worth	As defined in Clause 2.2.4 (ii)
Project	As defined in Clause 1.1.1
Re. or Rs. or INR	Indian Rupee
RFP or Request for Proposals	As defined in the Disclaimer
Technical Capacity	As defined in Clause 2.2.2 (A)

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

Instructions to Bidder for e-Tendering

1. Accessing/Purchasing of BID documents

- (i) It is mandatory for all the bidders to have class-III Digital Signature Certificate (DSC) (with both DSC components, i.e. signing and encryption in the name of authorized signatory who will sign the BID) from any of the licensed Certifying Agency (Bidders can see the list of licensed CAs from the link www.cca.gov.in) to participate in e-tendering of the Employer.

DSC should be in the name of the authorized signatory as authorized in Appendix II or Appendix III of the submitted Bid. It should be in corporate capacity (that is in Bidder capacity).

- (ii) To participate in the bidding, it is mandatory for the bidders to get registered their firm with e-tendering portal of the Employer [www.nprocure.com], to have user ID & password which has to be obtained by submitting the applicable fee & necessary documents. Validity of online registration is one year. Following may kindly be noted:

- (a) Registration should be valid at least up to the date of submission of BID.
(b) BIDs can be submitted only during the validity of their registration.
(c) The amendments / clarifications to the BID document, if any, will be hosted on the Employer's website www.nprocure.com.
(d) If the firm is already registered with e-tendering portal of Employer and validity of registration is not expired the firm is not required a fresh registration.

- (iii) The complete BID document can be viewed / downloaded from e-tender portal of the Employer, from the date & time mentioned in the "Important Information" section under Clause 1.3.

- (iv) To participate in bidding, bidders have to pay **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only)** including 18% GST towards processing fee for BID (non- refundable) in favour of "**Dholera Industrial City Development Limited (DICDL), Gandhinagar**" payable at Gandhinagar and BID Security is also to be furnished by the bidder for an amount of Rs. 1,50,000 /- (Rupees One Lakh Fifty Thousand Only) in the form of Demand Draft or Bank Guarantee (BG) as per the format mentioned in Appendix-V, issued from a scheduled Bank in the name of the Employer.

2. Preparation & Submission of BIDs:

- (i) The Bidder may submit his Bid online following the instruction appearing on the screen. A buyer manual containing the detailed guidelines for e-procurement is available on e-procurement portal.

- (ii) The documents listed at clause 2.13.1 shall be prepared and scanned in different files (in PDF or JPEG format such that each file size is not more than 2 MB) and uploaded during the on-line submission of BID.
- (iii) Bid must be submitted online only through e-procurement portal of the Employer, [www.nprocure.com] using the digital signature of authorized representative of the Bidder on or before the bid due date and time.

3. Modification / Substitution / Withdrawal of BIDs:

- (i) The Bidder may modify, substitute or withdraw its e- BID after submission prior to the BID Due Date. No BID shall be modified, substituted or withdrawn by the Bidder on or after the BID Due Date & Time.
- (ii) Any alteration / modification in the BID or additional information supplied subsequent to the BID Due Date, unless the same has been expressly sought for by the Employer shall be disregarded.
- (iii) For modification of e-BID, bidder has to detach its old BID from e-tendering portal and upload / resubmit digitally signed modified BID.
- (iv) For withdrawal of BID, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e-BID.
- (v) Before withdrawal of a BID, it may specifically be noted that after withdrawal of a BID for any reason, bidder cannot re-submit the e-BID.

4. Opening & Evaluation of BIDs.

- (i) Opening and evaluation of BIDs will be done through online process.
- (ii) The Employer shall open on-line received Technical BIDs at 1530 hours IST on the BID Due Date, in the presence of the Bidders, who choose to attend. Technical Bid of only those Bidders shall be online opened whose documents listed at clause 2.13.2 of the RFP have been physically received. The Employer will subsequently examine and evaluate the BIDs in accordance with the provisions of Section 3 of RFP.
- (iii) Prior to evaluation of BIDs, the Employer shall determine whether each BID is responsive as per clause 2.19_of this Instruction to Bidders as per e- tendering process.
- (iv) The BID shall be opened of those bidders only who submitted originals as mentioned in para 2 (ii) & (iii) above of e-Tendering procedure. The BID submitted on-line shall not be opened and shall be declared non - responsive, if originals are not submitted as mentioned in para 2 (ii) & (iii) above of e- Tendering procedure.
- (v) The bidders to pay registration Charges as applicable for n-procure.

DISCLAIMER

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Employer or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Employer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their bid pursuant to this RFP (the “**Bid**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Employer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Employer, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Employer, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in the Bidding Process.

The Employer also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Employer may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that the Employer is bound to appoint the selected Bidder for the Project and the Employer reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs 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 Employer or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. INTRODUCTION

1.1 Background

- 1.1.1 Government of India has envisaged the development of Delhi Mumbai Industrial Corridor (DMIC) along the alignment of proposed Multi-modal High Axle Load Dedicated Freight Corridor between Delhi and Mumbai, covering an overall length of 1483 km.

NICDIT trust and Dholera Special Investment Region Development Authority (DSIRDA) formed a SPV named Dholera Industrial City Development Limited (DICDL) for implementation of projects.

The Dholera Special Investment Region (DSIR) is the first investment region to be implemented under DMIC project. As a major new city, Dholera will be a Greenfield industrial hub located approximately 100km south of Ahmedabad in Gujarat. DMICDC, with support of Gujarat Infrastructure Development Board (GIDB) and Dholera Special Investment Region Development Authority (DSIRDA), plan to create an economically and socially balanced new-age city with world class infrastructure and highest quality-of-life standards and sustainability in the urban development context.

GIDB is a Gujarat State Government agency for development of regions besides DMIC nodes falling in Gujarat. DSIRDA is a regulatory authority formed for development of DSIR.

A Special Purpose vehicle Dholera Industrial City Development Limited (DICDL) has been formed with the equity participation of NICDIT (erstwhile DMIC Project Implementation Trust) and DSIRDA for procurement and Construction of trunk infrastructure in DSIR.

Dholera Industrial City Development Limited (DICDL) in the capacity of the Employer invites proposals from prospective Bidders to participate in bidding.

Under the overall Implementation and Phasing Plan, the Activation area is identified for early start-up of development. The Activation Area is spread over approximately 2254 ha. The area can be accessed by the existing SH6 via the Coastal Road in north as can be seen in the DSIR plan.

An Administrative and Business Center for Dholera (ABCD) building complex in TP2 West has been envisaged for the City/Node SPV to administer and oversee the development works for the DSIR. The development is planned in phased manner, first phase is envisaged to house administrative functions, for that SPV building has been designed, along with auditorium and Business and Exhibition center.

As part of this endeavor, the Employer has decided to undertake the “Housekeeping Service in ABCD complex in Dholera Special Investment Region, Dholera” (the “Project”) and has decided to carry out the bidding process for selection of a bidder to whom the Project may be awarded.

Estimated Cost of works: INR. 74 Lakhs (including GST)

- 1.1.2 The selected Bidder (the “Contractor”) shall be responsible for housekeeping

and upkeep of the Project as under and in accordance with the provisions of the contract (the “**Contract Agreement**”) to be entered between the Contractor and the Employer in the form provided by the Employer as part of the Bidding Documents pursuant hereto.

- 1.1.3 Deleted.
- 1.1.4 The assessment of costs will have to be made by the Bidders.
- 1.1.5 The Contract Agreement sets forth the detailed terms and conditions for award of the project to the Contractor, including the scope of the Contractor’s services and obligations.
- 1.1.6 The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Contractor set forth in the Agreement or the Employer’s rights to amend, alter, change, supplement or clarify the scope of work, the work to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Employer.
- 1.1.7 The Employer shall receive BIDs pursuant to this RFP in accordance with the terms set forth in this RFP and other documents to be provided by the Employer pursuant to this RFP (collectively the “Bidding Documents”), and all BIDs shall be prepared and submitted in accordance with such terms on or before the BID due date specified in Clause 1.3 for submission of BIDs (the “BID Due Date”).

1.2 Brief description of Bidding Process

- 1.2.1 The Employer has adopted a Single-stage Two Part process (collectively referred to as the "Bidding Process") for selection of the bidder for award of the Project. Under this process, the bid shall be invited under two parts. Eligibility and qualification of the Bidder will be first examined based on the details submitted under first part (Technical Bid) with respect to eligibility and qualifications criteria prescribed in this RFP. (The “Bidder”, which expression shall, unless repugnant to the context). The Financial Bid under the second part shall be opened only for those Bidders whose Technical Bids are found responsive to eligibility and qualifications requirements as per this RFP.
- 1.2.2 Interested bidders are being called upon to submit their Bid in accordance with the terms specified in this Bidding Document. The Bid shall be valid for a period of not less than 120 days from the date specified in Clause 1.3 for submission of BIDs (the “Bid Due Date”).
- 1.2.3 The Bidding Documents include the draft Agreement for the Project, the Detailed Drawings prepared by the Employer/ consultants of the Employer (the “Details Drawings”) will also be provided to the Bidders, the aforesaid documents and any addenda issued subsequent to this RFP Document, will be deemed to form part of the Bidding Documents.
- 1.2.4 A Bidder is required to deposit, along with its Bid, a bid security of Rs. 1.5 Lakh (the "Bid Security"), refundable no earlier than 120 days from the Bid Due Date,

except in the case of the selected Bidder whose Bid Security shall be retained till it has provided a Performance Security under the Contract. The Bidders will have to provide Bid Security in the form of a demand draft or bank guarantee issued by any scheduled bank in India and having a minimum net worth of Rs. 1000 Crore or any other bank acceptable to the Employer and in such event, the validity period of the bank guarantee shall not be less than 180 (one hundred and eighty) days from the Bid Due Date, inclusive of a claim period of 60 (sixty) days and may be extended as may be mutually agreed between the Employer and the Bidder from time to time. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.

- 1.2.5 Bidders are advised to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Bids for award of the contract including implementation of the Project.
- 1.2.6 Bids will be evaluated for the Project on the basis of the lowest cost required by a Bidder for implementing the Project (the "Bid Price"). The total time allowed for completion of housekeeping services under the Agreement (the "Work Period") shall be pre-determined and are specified in the draft Agreement forming part of the Bidding Documents.

In this RFP, the term "Lowest Bidder" shall mean the bidder who is quoting the lowest BID price.

- 1.2.7 Generally, the lowest compliant Bidder shall be the selected Bidder. The remaining Bidders shall be kept in reserve and may, in accordance with the process specified in the RFP, be invited to match the Bid submitted by the Lowest Bidder in case such Lowest Bidder withdraws or is not selected for any reason. In the event that none of the other Bidders match the Bid of the Lowest Bidder, the Employer may, in its discretion, invite fresh Bids from the remaining Bidders or annul the Bidding Process, as the case may be.
- 1.2.8 Any queries or request for additional information concerning this RFP shall be submitted in writing or by fax and e-mail to the officer designated in Clause 2.13.3 below. The envelopes / communications shall clearly bear the following identification / title:

"Queries/ Request for Additional Information: Request for Qualification cum Request for Proposal for Housekeeping Service in ABCD complex in Dholera Special Investment Region, Dholera".

1.3 Schedule of Bidding Process

The Employer shall endeavor to adhere to the following schedule:

	Event Description	Date
	Issue Date	26.7.2019
1.	Last date for receiving queries	7.8.2019
2.	Pre-Bid Conference	8.8.2019 1100 Hrs Venue: DICDL , 6 th Floor, Block no. 1 and 2, Udyog Bhavan, Sector-11, Gandhinagar 382017
3.	Employer response to queries latest by	19.8.2019
4.	Bid Due Date (Online submission)	29.08.2019
	Bid due date (Physical submission)	30.08.2019
5.	Physical Submission of Bid Security/POA etc.	On physical submission Bid Due Date (BDD)
6.	Opening of Technical Bids	On physical submission Bid Due Date (BDD)
8.	Opening of Financial Bids	[To be specified]
9.	Letter of Award (LOA)	[To be specified]
10.	Validity of Bids	120 days of Bid Due Date
11.	Signing of Contract	Within 15 days of LOA

2. INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1 Scope of Bid

- 2.1.1 The Employer wishes to receive Bids for Selection of experienced and capable Contractor for Housekeeping Service in ABCD complex in Dholera Special Investment Region, Dholera.

2.2 Eligibility of Bidders

- 2.2.1 For determining the eligibility of Bidders for their qualification hereunder, the following shall apply:

- (a) Deleted
- (b) Deleted
- (c) A Bidder shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Employer shall be entitled to forfeit and appropriate the BID Security or Performance Security as the case may be. A Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
 - (i) Deleted
 - (ii) a constituent of such Bidder is also a constituent of another Bidder; or
 - (iii) such Bidder, or any Associate thereof, receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member thereof; or
 - (iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
 - (v) such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other’s’ information about, or to influence the Bid of either or each other; or
 - (vi) Such Bidder or any Associate thereof, has participated as a consultant to the Employer in the preparation of any documents, design or technical specifications of the Project.
- (d) A Bidder shall be liable for disqualification if any legal, financial or technical adviser of the Employer in relation to the Project is engaged by the Bidder, or any of its Members, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Bidder, its Member in the past but its assignment expired or was terminated

6 (six) months prior to the date of issue of this RFP.

- (e) **Profitability:** The Bidder firm shall be profit (net) making firm and shall have made profit at least in three financial years out of the last five financial years prior to submitting the Bid. The Bidder should submit attested copies of auditor's report/Chartered Accountant Certificate.

2.2.2 To be eligible to bid, a Bidder, shall fulfil the following conditions of eligibility:

(A) Technical Capacity:

The Bidder must have successfully completed / under execution (billed and payments received (excluding advance) in case of interim completion meeting amount criteria below) House Keeping Services works of Public/Private building in previous 7 years prior to the Bid due date for any government/PSU/ Private Company meeting of following:

At least one job of value minimum Rs. 59.20 Lakhs

OR

At least Two job of value minimum Rs. 37 Lakhs each

OR

At least Three jobs of value minimum Rs. 29.6 Lakhs each

(B) Financial Capacity:

a. Turnover: Minimum Average Annual Turnover should be 74 Lakhs per annum for three preceding consecutive financial years.

b. (i) Net Worth: The Bidder shall have a minimum Net Worth (the “**Financial Capacity**”) of Rs. 18.47 Lakhs at the close of the preceding financial year.

All the above items should be certified by the Statutory Auditor of the company /Chartered Accountant.

(C) Technical Evaluation Criteria:

The proposal of only those bidders who qualify in the eligibility Criteria as stated in 2.2.2 (A) and (B), shall be evaluated based on criteria stated as under:

S. No.	Description	Remark
1	Financial Turn over 1) >75 Lakhs <=100 lakhs = 10 marks 2) >100 Lakhs <=150 Lakhs = 15 Marks 3) >150 Lakhs = 20 Marks	Max marks = 20
2	Experience of Similar Project Experience of providing Housekeeping/ Hospitality services with project size of 1) >10,000 Sq Mt but <= 35,000 Sq Mt = 10Marks 2) > 35,000 Sq Mt but <=60,000 Sq Mt =15 Marks 3) > 60,000 Sq mt area = 20 marks	Max marks = 20

S. No.	Description	Remark
3	PPT Presentation = 40 Marks	Max marks = 40
4	Employee Strength 1) ≥ 50 Employee = 10 Marks 2) >50 Employees but ≤ 100 Employees = 15 Marks 3) > 100 Employees = 20 Marks Note: To substantiate this claim, a bidder is required to submit an undertaking on non-judicial stamp paper of worth INR 100/- and notarized.	Max marks = 20
	Total marks	100 marks

Note:

- 1) To qualify under Clause 2.2.2 (C), a bidder needs minimum score of 70 marks. Only those bidders who score a minimum 70 marks will be eligible for opening of the price bid/ Financial Bid.
- 2) Bidder will have to submit the proof of relevant document (completion certificates/client certificates) to showcase the above experience.
- 3) After evaluation of all the bids received, the bidders will be intimated about the date and time of presentation one day prior to the presentation date through email or telephonic message where the bidders are expected to make presentation on the methodology, work plan and approach of works based on stipulated scope. Only those bidders qualifying under Clause 2.2.2 (A) and (B) shall be invited for Technical Presentation.
- 4) However, the successful bidder will be the one qualifying in Clause 2.2.2 (A), (B) and (C) and whose quote is the lowest.

2.2.3 Deleted

2.2.4 The Bidder shall enclose with its Bid, to be submitted as per the format at Appendix-IA, complete with its Annexes, the following:

- (i) Certificate(s) from its concerned client(s) stating the payments received during the past 7 years, in respect of the Completed Projects; and
- (ii) certificate(s) from its statutory auditors/Chartered Accountant in practice specifying the net worth of the Bidder, as at the close of the preceding financial year, and also specifying that the methodology adopted for calculating such net worth conforms to the provisions of this Clause 2.2.4 (ii). For the purposes of this RFP, net worth (the “**Net Worth**”) shall mean the sum of subscribed and paid up equity and reserves from which shall be deducted the sum of revaluation reserves, miscellaneous expenditure not written off and reserves not available for distribution to equity shareholders.

2.2.5 The Bidder should submit a Power of Attorney as per the format at Appendix-II, authorizing the signatory of the Bid to commit the Bidder.

2.2.6 Deleted

2.2.7 Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project, and the bar subsists as on the date of Bid, would not be eligible to submit a Bid.

- 2.2.8 The Bidder including any Member should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or Member, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder or Member.
- 2.2.8.1 The Bidder including any Member shall provide details of all their on-going projects along with stage of litigation, if so, against the Employer / Governments.
- 2.2.8.2 The Bidder including any member shall also provide details of on-going process of blacklisting if so, under any contract with Employer / Government.
- 2.2.8.3 The Employer reserves the right to reject an otherwise eligible bidder on the basis of the information provided under clause 2.2.8. The decision of the Employer in this case shall be final.
- 2.2.9 The Technical Capacity and Net Worth of the Bidder shall be computed under Clauses 2.2.2, 2.2.4 and 3.2.
- 2.2.10 The following conditions shall be adhered to while submitting the Bid:
- (a) Bidders should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Annexes is insufficient. Alternatively, Bidders may format the prescribed forms making due provision for incorporation of the requested information;
 - (b) information supplied by the Bidder must apply to the Bidder, Member named in the Bid.;
 - (c) in responding to the bid submissions, Bidders should demonstrate their capabilities in accordance with Clause 3.1 below; and
 - (d) deleted
 - (e) in case the Bidder does not have the relevant experience for any specific element of the project, it shall be deemed to have given an undertaking to engage specialized personnel/ sub-contractors in accordance with the Agreement.
- 2.2.11 Deleted
- 2.2.12 Notwithstanding anything to the contrary contained herein, in the event that the Bid Due Date falls within three months of the closing of the latest financial year of a Bidder, it shall ignore such financial year for the purposes of its Bid and furnish all its information and certification with reference to the 5 (five) years or 1 (one) year, as the case may be, preceding its latest financial year. For the avoidance of doubt, financial year shall, for the purposes of a Bidder hereunder, mean the accounting year followed by the Bidder in the course of its normal business.

2.3 Deleted

2.4 Number of Bids and costs thereof

- 2.4.1 No Bidder shall submit more than one Bid for the Project. A Bidder shall not be entitled to submit another bid either individually or as a member of any Joint Venture, as the case may be.
- 2.4.2 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bid Process. The Employer will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

2.5 Site visit and verification of information

Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, climate, availability of power, water and other utilities for housekeeping, access to site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by them.

2.6 Acknowledgement by Bidder

- 2.6.1 It shall be deemed that by submitting the Bid, the Bidder has:
- (a) made a complete and careful examination of the RFP;
 - (b) received all relevant information requested from the Employer;
 - (c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Employer relating to any of the matters referred to in Clause 2.5 above; and
 - (d) agreed to be bound by the undertakings provided by it under and in terms hereof.
- 2.6.2 The Employer shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Bidding Process, including any error or mistake therein or in any information or data given by the Employer.

2.7 Right to accept or reject any or all Bids

- 2.7.1 Notwithstanding anything contained in this RFP, the Employer reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor. In the event that the Employer rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder and as specified in 2.21 of this RFP.
- 2.7.2 The Employer reserves the right to reject any Bid:
- (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the Bidder does not provide, within the time specified by the Employer,

the supplemental information sought by the Employer for evaluation of the Bid.

If such disqualification/ rejection occurs after the Bids have been opened and the Lowest Bidder gets disqualified/ rejected, then the Employer reserves the right to:

- (i) invite the remaining Bidders to match the Lowest Bidder/ submit their Bids in accordance with the RFP; or
- (ii) take any such measure as may be deemed fit in the sole discretion of the Employer, including annulment of the Bidding Processes.

2.7.3 In case it is found during the evaluation or at any time before signing of the Contract Agreement or after its execution and during the period of subsistence thereof, , that one or more of the bid conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Contractor either by issue of the LOA or entering into the Contract Agreement , and if the Bidder has already been issued the LOA or has entered into the Contract Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Employer to the Bidder, without the Employer being liable in any manner whatsoever to the Bidder and without prejudice to any other right or remedy which the Employer may have under this RFP, the Bidding Documents, the Contract Agreement or under applicable law.

2.7.4 The Employer reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Any such verification or lack of such verification by the Employer shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Employer thereunder.

B. DOCUMENTS

2.8 Contents of the RFP

This RFP comprises the disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.10.

Part I

Request for Qualification cum Proposal

- Section 1. Introduction
- Section 2. Instructions to Bidders
- Section 3. Criteria for Evaluation
- Section 4. Fraud & Corrupt Practices
- Section 5. Pre Bid Conference
- Section 6. Miscellaneous

Appendices

- I. A) Letter comprising the Technical Bid
B) Letter Comprising the Financial Bid
- II. Power of Attorney for signing of Bid
- III. Deleted
- IV. Deleted
- V. Demand Draft/ Bank Guarantee for BID Security

Part II

Section 1. Draft Contract Agreement and General Conditions of Contract

Section 2. Appendixes

- A - Bill of Quantities
- B - Format for BG
 - I - Performance BG
 - II - Advance BG

Section 3. Scope of Work and Technical Specifications

Section 4. Tender Drawings

2.9 Clarifications

- 2.9.1 Bidders requiring any clarification on the RFP may notify the Employer in writing or by fax and e-mail in accordance with Clause 1.2.8. They should send in their queries before the date specified in the schedule of Bidding Process contained in Clause 1.3. The Employer shall endeavor to respond to the queries within the period specified therein, but not later than 7 (seven) days prior to the Bid Due Date. The responses will be uploaded on the employer website www.nprocure.com. The Employer will respond to all the queries and without identifying the source of queries.
- 2.9.2 The Employer shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Employer reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Employer to respond to any question or to provide any clarification.
- 2.9.3 The Employer may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Employer shall be deemed to be part of the RFP. Verbal clarifications and information given by Employer or its employees or representatives shall not in any way or manner be binding on the Employer.

2.10 Amendment of RFP

- 2.10.1 At any time prior to the deadline for submission of Bid, the Employer may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- 2.10.2 Any Addendum thus issued will be available on Employers website / e-procurement portal.
- 2.10.3 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Employer may, in its sole discretion, extend the Bid Due Date.

C. PREPARATION AND SUBMISSION OF BID

2.11 Language

The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

2.12 Format and signing of Bid

- 2.12.1 The Bidder shall provide all the information sought under this RFP. The Employer will evaluate only those Bids that are received in the required formats and complete in all respects. Incomplete and /or conditional Bids shall be liable to rejection.

- 2.12.2 The Bidder shall provide all the information sought under this RFP. The Employer will evaluate only those Bids that are received online in the required formats and complete in all respects and Bid Security, document fee, POA are received in hard copies.
- 2.12.3 The Bid shall be typed and signed in indelible blue ink by the authorized signatory of the Bidder. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid

2.13 Sealing and Marking of Bids

- 2.13.1 The Bidder shall submit the Technical BID & Financial Bid online through e-procurement portal comprising of the following documents along with supporting documents as appropriate:

Technical Bid:

- (a) Appendix-IA (Letter comprising the Technical Bid) including Annexure I to V and supporting certificates / documents.
- (b) Power of Attorney for signing the Bid as per the format at Appendix-III;
- (c) if applicable, Power of Attorney for Lead Member of Joint Venture as per the format at Appendix-IV;
- (d) if applicable, Joint Bidding Agreement for Joint Venture as per the format at Appendix-IV
- (e) BID Security of Rs 1,50,000/- (Rupees One Lakh fifty Thousand Only) in the form of Demand Draft or Bank Guarantee in the format at Appendix-V from a Scheduled Bank.
- (f) DD for Rs 11,800/- including 18% GST in favour of “**Dholera Industrial City Development Limited (DICDL), Gandhinagar**” payable at Gandhinagar towards cost of Bid processing.

Financial Bid (Online):

- (a) Appendix-IB (Letter comprising the Financial Bid).
- (b) Appendix A- Abstract of Cost Estimate (Bill of Quantities)

- 2.13.2 The Bidder shall submit the following documents physically:
- (a) Original Power of Attorney for signing the BID as per format at Appendix-III;
 - (b) If applicable, Original Power of Attorney for Lead Member of Joint Venture as per the format at Appendix-IV;
 - (c) If applicable, Original Joint Bidding Agreement for Joint Venture as per the format at Appendix-IV
 - (d) BID Security of Rs 1,50,000 (Rupees One Lakh Fifty Thousand Only) in the form of Original Demand Draft or Bank Guarantee in the format at Appendix-V from a Scheduled Bank.
 - (e) Bid Processing fee of Rs 11,800/- including 18% GST in the form of Original Demand Draft in favour of “**Dholera Industrial City Development Limited (DICDL), Gandhinagar**” payable at Gandhinagar.
 - (f) Appendix-IA (Letter comprising the Technical Bid) including Annexure I to V and supporting certificates / documents.

Each of the envelopes shall clearly bear the following identification:

“Application for Qualification cum Proposal: Housekeeping services in
ABCD Complex in Dholera Special Investment Region, Dholera”

and shall clearly indicate the name and address of the Bidder. In addition, the
Bid Due Date should be indicated on the right hand corner of each of the
envelopes.

2.13.3 Each of the envelopes shall be addressed to: DICDL address details

DESIGNATION: Managing Director
ADDRESS: **Dholera Industrial City Development Limited,
6th Floor, Block No. 1 and 2, Udhog Bhavan,
Sector-11, ‘GH-4’ Circle,
Gandhinagar – 382017
Gujarat, India**
FAX NO: +91-79- 29750502
Phone: +91-079- 29750500
E-MAIL ADDRESS: **dbrahmbhatt@dicdl.in**

2.13.4 If the envelopes are not sealed and marked as instructed above, the Employer
assumes no responsibility for the misplacement or premature opening of the
contents of the Bid and consequent losses, if any, suffered by the Bidder.

2.13.5 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and
shall be rejected.

2.14 Bid Due Date

2.14.1 Technical and Financial Bid comprising of the document listed at 2.13.1 of the
RFP shall be submitted online through e-procurement portal on online
submission date and time. Documents listed at Clause 2.13.2 of the RFP shall be
physically submitted on or before physical submission date and time, at the
address provided in Clause 2.13.3 in the manner and form as detailed in this
RFP. A receipt thereof should be obtained from the person specified in Clause
2.13.3.

2.14.2 The Employer may, in its sole discretion, extend the Bid Due Date by
issuing an Addendum in accordance with Clause 2.10 uniformly for all Bidders.

2.15 Late Bids

Bids received by the Employer after the specified time on the Bid Due Date
shall not be eligible for consideration and shall be summarily rejected.

2.16 Modifications/ substitution/ withdrawal of Bids

2.16.1 The Bidder may modify, substitute or withdraw its e- BID after submission prior
to the BID Due Date. No BID can be modified, substituted or withdrawn by the
Bidder on or after the BID Due Date & Time.

- 2.16.2 For modification of e-BID, Bidder has to detach its old BID from e-procurement portal and upload / resubmit digitally signed modified BID. For withdrawal of BID, bidder has to click on withdrawal icon at e-procurement portal and can withdraw its e-BID. Before withdrawal of a BID, it may specifically be noted that after withdrawal of a BID for any reason, Bidder cannot re-submit e-BID again.
- 2.16.3 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Employer, shall be disregarded.

D. EVALUATION PROCESS

2.17 Opening and Evaluation of Bids

Evaluation of Technical Bids:

- 2.17.1 The Employer shall open the Bids at 1530 hours IST on the Bid Due Date of physical submission, at the place specified in Clause 2.13.3 and in the presence of the Bidders who choose to attend.
- 2.17.2 Technical Bids of those Bidders, who have not submitted their Bid online, shall not be considered for opening and evaluation.
- 2.17.3 The Employer will subsequently examine and evaluate Technical Bids in accordance with the provisions set out in Section 3.
- 2.17.4 Bidders are advised that qualification of Bidders will be entirely at the discretion of the Employer. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.
- 2.17.5 To facilitate evaluation of Technical BIDs, the Employer may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Technical BID. Such clarification(s) shall be provided within the time specified by the Employer for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.17.6 If a Bidder does not provide clarifications sought under Clause 2.17.5 above within the prescribed time, its Bid may be liable to be rejected. In case the Bid is not rejected, the Employer may proceed to evaluate the Bid by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Employer.
- 2.17.7 The Employer reserves the right to reject any Technical BID which is non-responsive as per clause no 2.19, and no request for alteration, modification, substitution or withdrawal shall be entertained by the Employer in respect of such BID.
- 2.17.8 Any information contained in the Bid shall not in any way be construed as binding on the Employer, its agents, successors or assigns, but shall be binding against the Bidder if the Project is subsequently awarded to it on the basis of such information.
- 2.17.9 The Employer reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all Bid(s) without assigning any reasons.
- 2.17.10 If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, the Employer may, in its sole discretion, exclude the relevant project from computation of the Eligible Score of the Bidder.

2.17.11 In the event that a Bidder claims credit for an Eligible Project, and such claim is determined by the Employer as incorrect or erroneous, the Employer shall reject such claim and exclude the same from computation of the Eligible Score, and may also, while computing the aggregate Experience Score of the Bidder, make a further deduction equivalent to the claim rejected hereunder. Where any information is found to be patently false or amounting to a material misrepresentation, the Employer reserves the right to reject the Bid in accordance with the provisions of Clauses 2.7.2 and 2.7.3.

2.17.12 The Employer will get the BID security verified from the issuing authority and after due verification, the Authority will evaluate the Technical BIDs for their compliance to the eligibility and qualification requirements pursuant to clause 2.2.1 & 2.2.2 of this RFP.

2.17.13 After evaluation of Technical Bids, the Employer will publish a list of technically responsive Bidders whose financial bids shall be opened. The Employer shall notify other bidders that they have not been technically responsive. The Employer will not entertain any query or clarification from Applicants who fail to qualify.

Evaluation of Financial Bids:

2.17.14 The Employer shall inform the venue and time of online opening of the Financial Bids to the technically responsive Bidders through e-procurement portal of the Employer and e-mail. The Employer shall online open the Financial Bids on date and time to be informed in this clause in the presence of the authorized representatives of the Bidders who may choose to attend. The Employer shall publically announce the Bid Price quoted by the technically responsive Bidder. The Employer shall prepare a record of opening of Financial Bids.

2.18 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the qualified Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Employer in relation to, or matters arising out of, or concerning the Bidding Process. The Employer will treat all information, submitted as part of Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Employer may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Employer or as may be required by law or in connection with any legal process.

2.19 Tests of responsiveness

2.19.1 Prior to evaluation of Bids, the Employer shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive only if:

- (a) it is received as per format at Appendix-I (A) and 1(B).
- (b) it is received by the Bid Due Date including any extension thereof pursuant to Clause 2.14.2;

- (c) it is signed, sealed, bound together in hard cover, and marked as stipulated in Clauses 2.12 and 2.13;
- (d) it is accompanied by the Power of Attorney as specified in Clause 2.2.5,
- (e) it contains all the information and documents (complete in all respects) as requested in this RFP;
- (f) it contains information in formats same as those specified in this RFP;
- (g) it contains certificates from its statutory auditors¹ in the formats specified at Appendix-IA of the RFP for each Eligible Project;
- (h) it does not contain any condition or qualification; and
- (i) it is not non-responsive in terms hereof.

2.19.2 The Employer reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Employer in respect of such Bid.

2.20 Clarifications

2.20.1 To facilitate evaluation of Bids, the Employer may, at its sole discretion, seek clarifications from any Bidder regarding its Bid. Such clarification(s) shall be provided within the time specified by the Employer for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

2.20.2 If a Bidder does not provide clarifications sought under Clause 2.20.1 above within the prescribed time, its Bid shall be liable to be rejected. In case the Bid is not rejected, the Employer may proceed to evaluate the Bid by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Employer.

¹ In case duly certified audited annual financial statements containing the requisite details are provided, a separate certification by statutory auditors would not be necessary in respect of Clause 2.19.1 (g). In jurisdictions that do not have statutory auditors, the firm of auditors which audits the annual accounts of the Applicant may provide the certificates required under this RFP.

2.21 Selection of Bidder

2.21.1 Subject to the provisions of Clause 2.7 the Bidder whose BID is adjudged as responsive in terms of Clause 2.19 and who quotes lowest price shall be declared as the selected Bidder (the "Selected Bidder").

If the Financial Bid, which results as the lowest evaluated bid price, is seriously unbalanced, in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analysis for any or all items of the project to demonstrate the internal consistency of those prices with the proposed housekeeping methods and schedules. After evaluation of the price analysis, taking into consideration the schedule of estimated contract payments, the Employer may require the amount of the Performance Guarantee to be increased at the expense of the Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful bidder under the Contract. The level of increase in the Performance Guarantee, if any, shall be decided solely by the Employer, up to a maximum of 50% of the prescribed performance guarantee.

In the event that the Employer rejects or annuls all the BIDs, it may, in its discretion, invite all eligible Bidders to submit fresh BIDs hereunder.

2.21.2 In the event that two or more Bidders quote the same BID price (the "Tie BIDs"), the Employer shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

2.21.3 In the event that the Lowest Bidder withdraws or is not selected for any reason in the first instance (the "first round of bidding"), the Employer may invite all the remaining Bidders to revalidate or extend their respective Bid Security, as necessary, and match the Bid of the aforesaid Lowest Bidder (the "second round of bidding"). If in the second round of bidding, only one Bidder matches the Lowest Bidder, it shall be the Selected Bidder. If two or more Bidders match the said Lowest Bidder in the second round of Bidding, then the Bidder whose Bid was lower as compared to other Bidders in the first round of bidding shall be the Selected Bidder. For example, if the third and fifth lowest Bidders in the first round of bidding offer to match the said Lowest Bidder in the second round of bidding, the said third lowest Bidder shall be the Selected Bidder

2.21.4 In the event that no Bidder offers to match the Lowest Bidder in the second round of bidding as specified in Clause 3.7.3, the Employer may, in its discretion, invite fresh Bids (the "third round of bidding" from all Bidders except the Lowest Bidder of the first round of bidding, or annul the Bidding Process, as the case may be. In case the Bidders are invited in the third round of bidding to revalidate or extend their Bid Security, as necessary, and offer fresh bids, they shall be eligible for submission of fresh Bids provided, however, that in such third round of bidding only such Bids shall be eligible for consideration which are lower than the Bid of the second lowest Bidder in the first round of bidding.

2.21.5 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Employer to the Selected Bidder and the Selected Bidder shall, within 7(seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Employer may, unless it consents to extension of time for submission thereof, appropriate the BID Security of such Bidder as Damages on account of failure of the Selected Bidder to acknowledge the LOA.

- 2.21.6 After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall cause the bidder to execute the Agreement within the period prescribed in Clause 1.3. The Selected Bidder shall not be entitled to seek any deviation, modification or amendment in the Agreement.

2.22 Proprietary data

All documents and other information supplied by the Employer or submitted by a Bidder to the Employer shall remain or become the property of the Employer. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The Employer will not return any Bid or any information provided along therewith.

2.23 Correspondence with the Bidder

Save and except as provided in this RFP, the Employer shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Bid.

2.24 Contacts during BID Evaluation

BIDs shall be deemed to be under consideration immediately after they are opened and until such time the Employer makes official intimation of award/ rejection to the Bidders. While the BIDs are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, the Employer and/ or their employees/ representatives on matters related to the BIDs under consideration.

3. CRITERIA FOR EVALUATION

3.1 Evaluation parameters

3.1.1 Only those Bidders who meet the eligibility criteria specified in Clause 2.2.1 above shall qualify for evaluation under this Section 3. Bids of firms who do not meet these criteria shall be rejected.

3.1.2 The Bidder's competence and capability is proposed to be established by the following parameters:

- (a) Technical Capacity; and
- (b) Financial Capacity

3.2 Deleted

3.3 Details of Experience

3.3.1 The Bidder should furnish the details of Eligible Experience for the last 7 (Seven) financial years immediately preceding the Bid Due Date.

3.3.2 The Bidders must provide the necessary information relating to Technical Capacity as per format at Annex-II of Appendix-I.

3.3.3 The Bidder should furnish the required Project-specific information and evidence in support of its claim of Technical Capacity, as per format at Annex-IV of Appendix-IA.

3.4 Financial information for purposes of evaluation

3.4.1 The Bid must be accompanied by the Audited Annual Reports of the Bidder for the last 5 (five) financial years, preceding the year in which the Bid is made.

3.4.2 In case the annual accounts for the latest financial year are not audited and therefore the Bidder cannot make it available, the Bidder shall give an undertaking to this effect and the statutory auditors shall certify the same. In such a case, the Bidder shall provide the Audited Annual Reports for 5 (five) years preceding the year for which the Audited Annual Report is not being provided.

3.4.3 The Bidder must establish the minimum Net Worth specified in Clause 2.2.2 (B), and provide details as per format at Annex-III of Appendix-IA.

3.5 Qualification of Bidders

3.5.1 The credentials of eligible Bidders shall be measured in terms of their Experience. All Bidders who fulfill the conditions of eligibility specified in Clause 2.2.2 and meet the other conditions specified in this RFP shall be qualified.

3.5.2 The Bidders meeting the qualification requirements as per this RFP shall be notified officially after due verification of their credential information in support of qualification.

3.5.3 The Bidders meeting the qualification criteria shall be eligible for opening of the financial bids.

4. FRAUD AND CORRUPT PRACTICES

- 4.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Employer may reject a Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- 4.2 Without prejudice to the rights of the Employer under Clause 4.1 hereinabove, if a Bidder is found by the Employer to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Bidder shall not be eligible to participate in any tender or RFP issued by the Employer during a period of 2 (two) years from the date such Bidder is found by the Employer to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 4.3 For the purposes of this Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Employer who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Employer, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under sub clause (d) of Clause 2.2.1, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Contract, who at any time has been or is a legal, financial or technical adviser of the Employer in relation to any matter concerning the Project;
 - (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
 - (c) **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;

- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Employer with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

5. PRE-BID CONFERENCE

- 5.1 Pre-BID conference of the Bidders shall be convened at the designated date, time and place. A maximum of two representatives of prospective Bidders shall be allowed to participate on production of authority letter from the Bidder.
- 5.2 During the course of Pre-Bid conference, the Bidders will be free to seek clarifications and make suggestions for consideration of the Employer. The Employer shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

6. MISCELLANEOUS

- 6.1 The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Gandhinagar, Gujarat where the registered office of the Company is situated shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- 6.2 The Employer, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- (a) suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - (b) consult with any Bidder in order to receive clarification or further information;
 - (c) qualify or not to qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
 - (d) retain any information and/ or evidence submitted to the Employer by, on behalf of, and/ or in relation to any Bidder; and/ or
 - (e) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 6.3 It shall be deemed that by submitting the Bid, the Bidder agrees and releases the Employer, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

APPENDIX IA

Letter Comprising the Technical Bid

(Refer Clause 2.13.1)

To,

Dated: [*****

*****]

Sub: Application for Technical Bid for ***** Project

Dear Sir,

1. With reference to your RFP document dated, we, having examined the RFP document and understood its contents, hereby submit our Bid for the aforesaid project. The Bid is unconditional and unqualified.
2. We acknowledge that the Employer will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the Bidders for the aforesaid project, and we certify that all information provided in the Bid and in Annexes I to V is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for the housekeeping services of the aforesaid Project.
4. We shall make available to the Employer any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the Employer to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. We declare that:
 - (a) We have examined and have no reservations to the RFP document, including any Addendum issued by the Employer.
 - (b) We do not have any conflict of interest in accordance with Clauses 2.2.1(c) and 2.2.1(d) of the RFP document; and

Appendix IA

Page 2

- (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.3 [or obstructive practice as defined in Appendix V] of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Employer or any other public sector enterprise or any government, Central or State; and
 - (d) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with Clause 2.17.9 of the RFP document.
- 9. We believe that we satisfy(ies) the Net Worth criteria and meet(s) all the requirements as specified in the RFP document and are qualified to submit a Bid.
- 10. Deleted
- 11. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Employer which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 12. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- 13. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/ managers/ employees.
- 14. We further certify that we are not barred by the Central/ State Government or any entity controlled by it, from participating in any project and that no bar subsists as on the date of Bid.
- 15. Deleted

Appendix IA

Page 3

16. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate the Employer of the same immediately.
17. The Statement of Legal Capacity as per format provided at Annex-V in Appendix-IA of the RFP document, and duly signed, is enclosed. The power of attorney for signing of bid, as per format provided at Appendix II and III respectively of the RFP, are also enclosed.
18. Deleted
19. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Employer in connection with the selection of Bidders, selection of the Bidder, or in connection with the selection/ Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
20. The documents accompanying the Technical BID, as specified in Clause 2.13.1 of the RFP, have been submitted in separate files.
21. We offer a BID Security of Rs.**** (Rupees **** only) to the Employer in accordance with the RFP Document.
22. The BID Security in the form of a Demand Draft or Bank Guarantee is attached.
23. We agree and undertake to abide by all the terms and conditions of the RFP document.
24. We certify that in terms of the RFP, our Net Worth is Rs. (Rs. in words)
25. We undertake to engage personnel specialized/ sub-contractors for housekeeping of those elements of the Project for which we do not have adequate experience
26. We agree and undertake to be liable for all the obligations of the Contractor under the Contract Agreement.}\$
27. We hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.
28. We shall keep this offer valid for 120 (one hundred and Twenty) days from the BID Due Date specified in the RFP.

In witness thereof, we submit this bid under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature, name and designation of the Authorised Signatory)

Place: Name and seal of the Bidder/ Lead Member

Note: Paragraphs in square parenthesis may be omitted, if not applicable, or modified as necessary.

Appendix IA
Annex-I

ANNEX-I

Details of Bidder

1.
 - (a) Name:
 - (b) Country of incorporation:
 - (c) Address of the corporate headquarters and its branch office(s), if any, in India:
 - (d) Date of incorporation and/ or commencement of business:
 - (e) GST number and copy of certificate
 - (f) PAN with a copy
2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project:
3. Details of individual(s) who will serve as the point of contact/ communication for the Employer:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the Authorised Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:

Appendix IA

Annex-I

(f) The following information shall also be provided :

Name of Bidder:

No.	Criteria	Yes	No
1.	Has the Bidder been barred by the [Central/ State] Government, or any entity controlled by it, from participating in any project.		
2.	If the answer to 1 is yes, does the bar subsist as on the date of Bid.		
3.	Has the Bidder paid liquidated damages of more than 5% of the contract value in a contract due to delay or has been penalised due to any other reason in relation to execution of a contract, in the last three years?		

5. A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past is given below (Attach extra sheets, if necessary):

^s All provisions contained in curly parenthesis shall be suitably modified by the Bidder to reflect the particulars relating to such Bidder.

Appendix IA

Annex-I

The updated following information w.r.t para 2.2.8 for the Bidder:

Name of Applicant:

No.	Criteria	1 st last year	2 nd last year	3 rd last year
1.	If bidder have either failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, as the case may be, or has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder.			
2.	Updated details of stage of litigation, if so, against the Employer / Governments on all the on-going projects of the bidder.			
3.	Updated details of on-going process of blacklisting if so, under any contract with Employer / Government on the Bidder.			

Appendix IA
Annex-II

ANNEX-II

Technical Capacity of the Bidder[@]

(Refer to Clauses 2.2.2 and 3.3 of the RFP)

Sr. No.	Name of the work	Project details	Project cost

ANNEX-III

Financial Capacity of the Bidder

(Refer to Clauses 2.2.2(B), 2.2.4 (ii) and 3.4 of the RFP)

(a) Turnover

S. No.	Financial years	Average Annual turnover from housekeeping business of the Bidder (INR)
1	2018-2019	
2	2017-2018	
3	2016-2017	
	Average for three years	[indicate sum of above divided by 3]

Certificate from the Statutory Auditor/Chartered Accountant in practice

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

Note:

- i. In case the Bidder does not have a statutory auditor, it may provide the certificate from its Chartered Accountant in practice.

(b) (i) Net Worth (In Rs. crore^{\$})

Bidder type	Net Cash Accruals					Net Worth [£]
	Year 1 (2)	Year 2 (3)	Year 3 (4)	Year 4 (5)	Year 5 (6)	Year 1 (7)
Single entity Bidder						
TOTAL						

Name & address of Bidder's Bankers:

^{\$} For conversion of other currencies into rupees, see note below Annex-II of Appendix-IA.

[£] The Bidder should provide details of its own Financial Capacity.

Appendix IA
Annex-III

Instructions:

1. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 5 (five) years preceding the Bid Due Date. The financial statements shall:
 - (a) reflect the financial situation of the Bidder;
 - (b) be audited by a statutory auditor;
 - (c) be complete, including all notes to the financial statements; and
 - (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
2. Net Cash Accruals shall mean Profit After Tax + Depreciation.
3. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
4. Year 1 will be the latest completed financial year, preceding the bidding. Year 2 shall be the year immediately preceding Year 1 and so on. In case the Bid Due Date falls within 3 (three) months of the close of the latest financial year, refer to Clause 2.2.12.
5. Deleted
6. The Bidder shall also provide the name and address of the Bankers to the Bidder.
7. The Bidder shall provide an Auditor's Certificate specifying the net worth of the Bidder and also specifying the methodology adopted for calculating such net worth in accordance with Clause 2.2.4 (ii) of the RFP document.

ANNEX-IV

Details of Eligible Projects

(Refer to Clauses 2.2.2(A) and 3.3 of the RFP)

A separate sheet should be filled for each Eligible Project.

Project Code:

Entity: Self/Members:

S. no.	Item (1)	Refer Instruction (2)	Particulars of the Project (3)		
1	Entity for which the work was done	7			
2	Title & nature of the work				
3	Category (clause 3.2.1)	5			
4	Location				
5	Work cost	8			
6	Date of commencement of				
7	Date of completion/	9			
8	Order copy attached describing detailed scope of work		Yes / No		
9	Year-wise (a) payments received for housekeeping, for eligible projects	6	Sr.no.	Year	Amount
10	Client Completion certificate attachment required.		Yes / No		

Note:

Bidders are notified that they can add any number of projects to substantiate their experience in support of their Qualifying experience along with all details/attachments in same format as above. Further experience data mentioned/attached anywhere else may not be taken into account and the Employer takes no responsibility to review such information.

Instructions:

1. Bidders are expected to provide information in respect of each Projects in this Annex. The projects cited must comply with the eligibility criteria specified in Clause 3.2.3 of the RFP, as the case may be. Information provided in this section is intended to serve as a backup for information provided in the Bid. Bidders should also refer to the Instructions below.
2. The Project Codes would be a, b, c, d etc.
3. A separate sheet should be filled for each Project.

ANNEX-V
Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

Ref. Date:

To,

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that (insert individual's name) will act as our representative and has been duly authorized to submit the RFP. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of.....

**Please strike out whichever is not applicable.*

APPENDIX - IB
Letter comprising the Financial BID
(Refer Clauses 2.13.1, and 2.19)

Sub: BID for *** ** Project

Dated:

Dear Sir,

1. With reference to your RFP document dated *** **, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our BID for the aforesaid Project. The BID is unconditional and unqualified.
2. I/ We acknowledge that the Employer will be relying on the information provided in the BID and the documents accompanying the BID for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the BID are true copies of their respective originals.
3. The Bid price has been quoted by me/us after taking into consideration of all the terms and conditions stated in the RFP, Draft Agreement, our own estimates of Costs and after careful assessment of the site and all the conditions that may affect the project cost and implementation of the Project and we understand that no additional payments shall be allowed on the basis of change in site parameters at a later date.
4. I/ We acknowledge the right of the Employer to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
6. I/ We shall keep this offer valid for 120 (one hundred and Twenty) days from the BID Due Date specified in the RFP.
7. I/ We hereby submit our BID and offer a BID Price Rs.
(Rs..... in words) for
undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

Yours faithfully,

Date:
Place:

(Signature, name and designation of
the Authorised Signatory)
Name & seal of Bidder/Lead Member
Class III DSC ID of Authorised Signatory

APPENDIX II

Format for Power of Attorney for Signing of Bid

(Refer Clause 2.2.5)

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental submission of our bid for the ***** Project proposed or being developed by the ***** (the "Employer") including but not limited to signing and submission of all bids and other documents and writings, participate in Bids and other conferences and providing information/ responses to the Employer, representing us in all matters before the Employer, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Employer in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or until the Commencement Date under Contract Agreement

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 2.....

For

.....
(Signature, name, designation and address)

Witnesses
on Above
of in the
presence
of :

- 1.
- 2.

(Notarised)

Appendix II

Page 2

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- ✦ *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- ✦ *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- ✦ *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

APPENDIX III
Deleted

APPENDIX IV
Deleted

APPENDIX - V

Bank Guarantee for BID Security
(Refer Clauses 1.2.4)

B.G. No. Dated:

1. In consideration of you, *** **, having its office at *** **, (hereinafter referred to as the “Employer”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the BID of and having its registered office at (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for the *** ** Project (hereinafter referred to as “the Project”) pursuant to the RFP Document dated issued in respect of the Project and other related documents including without limitation the draft contract Agreement (hereinafter collectively referred to as “Bidding Documents”), we (Name of the Bank) having our registered office at and one of its branches at..... (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of Clause 1.2.4 of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Employer an amount of Rs. *** ** (Rupees *** ** only) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.
2. Any such written demand made by the Employer stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Employer is disputed by the Bidder or not, merely on the first demand from the Employer stating that the amount claimed is due to the Employer by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its BID open during the BID validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. ***** (Rupees *** ** only).

4. This Guarantee shall be irrevocable and remain in full force for a period of 180 (one hundred and eighty) days from the BID Due Date inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the Employer and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
5. We, the Bank, further agree that the Employer shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents including, *inter alia*, the failure of the Bidder to keep its BID open during the BID validity period set forth in the said Bidding Documents, and the decision of the Employer that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Employer and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.
6. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Employer shall be entitled to treat the Bank as the principal debtor. The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the BIDs or the BID validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Employer, and the Bank shall not be released from its liability under these presents by any exercise by the Employer of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Bidder or by any change in the constitution of the Employer or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.

10. It shall not be necessary for the Employer to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Employer may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Employer in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
13. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. *** crore (Rupees *** ** crore only). The Bank shall be liable to pay the said amount or any part thereof only if the Employer serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [*** (indicate date falling 180 days after the BID Due Date)].

Signed and Delivered by Bank

By the hand of Mr./Ms, its and authorized official.

(Signature of the Authorised Signatory)
(Official-Seal)