

1. INVITATION FOR BIDS

1. Mangalore SEZ Limited (MSEZL) is jointly promoted by Oil & Natural Gas Corporation Ltd. (ONGC), Karnataka Industrial Areas Development Board (KIADB) and Kanara Chambers of Commerce and Industries (KCCI). MSEZL had taken up a project to set up a Sector Specific SEZ initially which has been upgraded to Multi product SEZ catering mainly to the petrochemical Industry and other sectors such as manufacturing, services, trading and warehousing (hereinafter referred to as "the Project").
2. MSEZL is issuing this Bid document inviting proposals for **"Providing vehicles on Hire Basis to Mangalore SEZ Office for 2 Years"** Contract Package No: MSEZL/Vehicles/2024. Bidding is open to all Contractors / Firms based in India, who are eligible as per technical requirements. **Joint Venture is not allowed.**
3. The intending bidders are required to make a onetime registration with M/s Karnataka State Electronics Development Corporation Limited (KSEDCL/KEONICS), the service providers for the e-tender by following the registration process on www.tenderwizard.com/MSEZ.
4. The blank E-tender document can be procured between **15/04/2024 to 29/04/2024** by Online Payment of Rs 11,800/- (Rupees Eleven Thousand Eight Hundred Only) including GST by RTGS, NEFT remitted to Mangalore SEZ Limited Account No: 36335706882 of State Bank Of India, Corporate Accounts Group-II, New Delhi, IFSC Code: SBIN0017313.
5. The Bid document comprises:
 - i) Invitation for Bids
 - ii) Bidding data
 - iii) Instructions to Bidders
 - iv) General Conditions of Contract
 - v) Price Bid
6. Scope of work will be but not limited to the following:

No	Job Description	Qty	Basis (Hrs/day)
1	Providing the services of Mahindra Bolero AC-Yellow Board Vehicles with GPS tracking systems to MSEZL at Mangalore on monthly basis.	2	12
2	Providing the services of Maruti Suzuki Dzire / Tata Tigor AC Yellow Board Vehicles with GPS tracking systems to MSEZL at Mangalore on monthly basis.	3	12
3	Providing the services of Toyota Innova Crysta AC Yellow Board Vehicles with GPS tracking systems for MSEZL Office at Mangalore on monthly basis.	1	12
4	Providing the services of Mahindra Imperio/Isuzu/Tata Xenon double cab AC Yellow Board Vehicles with GPS	1	12

No	Job Description	Qty	Basis (Hrs/day)
	tracking systems for MSEZL Office at Mangalore on monthly basis.		
5	Providing the services of Maruti Suzuki Ertiga AC Yellow Board Vehicles with GPS tracking systems for MSEZL Office at Mangalore on monthly basis.	2	12

All the above works would be carried out under the overall direction of the Officer-in-Charge whose decision would be final and binding in all matters.

7. The filled-in E-tender documents shall be uploaded before **15:00** hours on **30/04/2024**.
8. In case bidders need any further information about the tender they are requested to contact the MSEZL Office at the address given below:

Mangalore SEZ Limited
Sy No 168/3A, Plot No U-1
Administrative Building
Mangalore Special Economic Zone
Bajpe Village, Mangalore taluk
Dakshina Kannada (Dist)
Karnataka-574142

Email: prasad@msezl.com; ashwini.hegde@msezl.com, prakashbhat@msezl.com

9. The qualification proposals uploaded by the tenderers will be opened at **15:30 hours** on **30/04/2024**.
10. Price bids of only the qualified bidders will be opened on completion of evaluation of qualification proposals.
11. MSEZL shall not be responsible for any costs or expenses incurred by the Bidder in connection with the preparation and delivery of Proposals, including costs and expenses related to visits to the sites. MSEZL reserves all the rights to cancel, terminate, change or modify this procurement process and/or requirements of Bidding stated in the TENDER PROPOSAL, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

Date: 12/04/2024

**Chief Executive Officer
Mangalore SEZ Limited**

2. BIDDING DATA

S. N.	Key Information	Details
1.	Project Title	Providing vehicles on Hire Basis to Mangalore SEZ Office for 2 Years
2.	Owner	Mangalore SEZ Limited (MSEZL)
3.	Brief Scope of Works	As described in Clause 6 of Invitation for Bids
4.	Time Period	Contract period will be Two Years from 01 June 2024.
5.	Annual Turnover	Average Annual Turnover in the last 3 financial years ending 31.03.2023 should be min Rs 42 lakhs (The bid must be accompanied by the Annual Reports / Balance Sheets of the bidder for the preceding three years to fulfil the above financial criteria and separate certificate issued by the Chartered Accountant showing the Annual Turnovers for the last three financial years). Note: The Chartered Accountant signature should bear his Membership Number also. All copies of certificates should be notarised.
6.	Net Worth	Should be positive as per the Annual Report for the latest financial year. The specific certificate to this effect should be obtained and produced from the qualified Chartered Accountant. Note: The chartered Accountant signature should bear his Membership Number also. All copies of certificates should be notarised.
7.	Technical Qualification Requirements	Bidder's experience of having successfully completed similar works during last 7 years ending 31 March 2024 should be either of the following: a. Three similar completed works costing not less than Rs 55 Lakhs each. or b. Two similar completed works costing not less than Rs 69 Lakhs each. or c. One similar completed work costing not less than Rs 110 Lakhs. • Similar work means: "Providing Vehicles on Hire Basis to Government Departments/PSUs/Private Corporate Organisations etc" • Bidders need to submit the corresponding Work Order copies & Experience Certificates issued by the respective clients duly notarized. MSEZL may call for original certificates for verification during the technical evaluation and the Bidders need to provide the same. (Note: Experience Certificates shall include actual cost of work completed with date of completion during the last

S. N.	Key Information	Details
		seven-year period reckoned from 31 March 2024).
8.	Proposal Validity	90 days from the last date of submission of the proposal.
9.	Amount of Bid Security	Rs 2,75,000 (Indian Rupees Two Lakh Seventy Five Thousand Only) in the form of NEFT/RTGS or an Unconditional Bank Guarantee issued on behalf of the Bidder by a Nationalised/Scheduled Bank (other than Co-operative Bank) in favour of MSEZL valid for a period up to 60 days beyond the validity of the proposal (i.e., 150 days from the proposal due date)
10.	Performance Security	Total 10% of the Contract Price in the form of an Unconditional Bank Guarantee issued on behalf of Bidder by a Nationalised/Scheduled Bank (other than Co-operative Banks) in favour of Mangalore SEZ Limited to be provided within 10 days of receipt of the Letter of Intent & to be valid until contract completion and handing over all the assets in proper condition to MSEZL (Till obtaining NOC from MSEZL).
11.	Mobilisation advance	5% of the contract value of first year as interest-free mobilization advance will be paid to the Contractor against production of unconditional bank guarantee issued on behalf of Bidder by a Nationalised/Scheduled Bank (other than Co-operative Banks) to MSEZL in amount equal to the advance payment.
12.	Taxes and Cesses	The bidder shall quote rates exclusive of all taxes.
13.	Payment Terms	Contractor shall submit bill once a month. The bill will be certified for payment within 5 working days after its submission in full required form with all relevant documents and certificates. Payment will be made to the contractor after certification within 7 working days. Drivers' salary should be settled before 7 th of every month to meet the statutory requirement and prior to all payment to drivers, PF and ESI should be provided along with the bills. Drivers shall not be paid less than the Minimum Wages notified by the Government of Karnataka from time to time. Non compliance to the statutory requirements may lead to termination of contract.
14.	Deduction of Advance Income Tax and Advance Works Contract Tax	As per the prevailing Tax Rules of the Government of India and the Government of the State of Karnataka
15.	Signing of Agreement	Within 14 Days from the date of issue of Lol.
16.	Important Dates	
(a)	Issue of Blank E-Tender Document	15/04/2024 to 29/04/2024 by Online Payment of Rs 11,800/- (Rupees Eleven Thousand Eight Hundred Only) INR including GST @ 12% by RTGS, NEFT remitted to Mangalore SEZ Limited Account No: 36335706882 of State Bank Of India, Corporate Accounts Group-II, New Delhi, IFSC Code: SBIN0017313

S. N.	Key Information	Details
(b)	Due Date for Uploading the filled E-Tender Documents	Before 15.00 hrs on 30/04/2024
(c)	Opening of Technical Proposals	30/04/2024 at 15.30 hrs.
(d)	Opening of Financial Proposals	Price bids of qualified bidders will be opened on completion of evaluation of technical proposals.
17.	Force Majeure	The term "FORCE MAJEURE" as employed in this contract shall mean wars (declared or undeclared) or revolutions, civil wars, tidal waves, fires, major floods, earthquakes, epidemics, quarantine restrictions and freight embargoes and transporters strikes affecting the country as a whole.
18.	Procedure for resolution of Disputes	Disputes which are not resolved through amicable settlement shall be referred to a single Arbitrator appointed by the court as per Arbitration and Conciliation Act 1996.
19.	Prevention of Sexual Harassment	The contractor/Agency shall be solely responsible for full compliance with the provision of "The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013". In case of any complaint of sexual harassment against its employee within the premises of MSEZL, complaint will be filed before the Internal Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggravated employee of the contractor against any employee of MSEZL shall be taken cognizance of by the Internal Committee constituted by MSEZL. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue. The contractor shall provide a complete and updated list of its employees who are deployed within MSEZ premises.
20.	Termination:	MSEZL may terminate the Contract in the event of default by the Contractor as per the clause No 22 of General Conditions of Contract.