

Expression of Interest (EOI)

Outsourcing the works of Nagpur Haj House

**Maharashtra State Haj Committee
Constituted under
Minorities Development Department,
Government of Maharashtra
2020**

Contents	Page No.
1. Text of Advertisement Invitation for Expression of Interest	03
2. Letter of Invitation	04
3. Background	05
4. Brief Objective and Scope of Work	06
5. Instructions to the Unemployed Co-operative Societies.	
(a) Format 1	07
(b) Applicants Expression of Interest	
(c) Format 2	08
(d) Format 3 , 3A	09 - 10
(e) Format 4	11
(f) Format 5	12
(g) Format 6	13
(h) Format 7	14
6. Pre – qualification Criteria	15
7. Methods of Evaluation	16
8. Details of Unemployed Co-operative Society’s members	17
9. Commercial Bid Form	18
10. Agreement Copy	19 - 21

1. TEXT OF ADVERTISEMENT

Maharashtra State Haj Committee, Government of Maharashtra

INVITATION FOR EXPRESSION OF INTEREST

Maharashtra State Haj Committee, Government of Maharashtra invites Expression of Interest (EOI) from Nagpur based interested Unemployed Co-operative Societies for providing outsourcing the works of building maintenance i.e. Cleaning, Security Guards, Liftman, Plumbing, Electrician, Gardening works etc. Haj Pilgrimage is holy and noble act amongst the Muslim community and also the knowledge of Islam is very important fact hence Muslim agencies may submit their Expression of Interest. Urdu and Arabic languages knowing agencies may be given preference.

The EOI document containing details of eligibility criteria, submission requirement and brief objective & scope of work etc. is available on website of Government of Maharashtra. For queries on Tenders Maharashtra Portal, kindly contact Tel:- 180030702232 / 022 – 226 26 786 (Maharashtra State Haj Committee). The eligible organizations may submit their responses on or before 15/01/2020 at 3.00 p.m. The tender opening date is 17/01/2020 at 3.00 p.m. at Office of the Maharashtra State Haj Committee.

(Imtiyaz Kazi)
Executive Officer

2. LETTER OF INVITATION

To,

M/s. _____

Sir,

The Executive Officer, Maharashtra State Haj Committee invites Expression of Interest (EOI) from Nagpur based interested Unemployed Co-operative Societies for outsourcing the works of Nagpur Haj House Building situated at Empress Mill Compound, Bhaldarpura, Ganjipeth, Nagpur – 440 018. The EOI document containing details of eligibility criteria, submission requirements, brief objective and scope of work, pre-qualification criteria and Method of Evaluation etc. is enclosed. The EOI document is also available on website of mahatenders, Government of Maharashtra. For queries on mahatenders, Government of Maharashtra Portal, kindly contact Tel:- 180030702232 / 022 226 26 786 (Maharashtra State Haj Committee). The eligible organizations may submit their responses on or before 15/01/2020 at 3.00 p.m. The tender opening date is 17/01/2020 at 3.00 p.m. at Office of the Maharashtra State Haj Committee.

The Executive Officer, Maharashtra State Haj Committee may at any time terminate the work order / contract by giving written notice of two weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent. The contract will be valid for a period of Three years.

The Tenderers should have an office in Nagpur, Organisation Registration Certificate with Central / State Government, PAN, TAN, GST registrations (Proof should be attached). Successful bidder must ensure that the Security Agency, from whom the Security Personnel are hired, possesses a required Security Licence from the Labour Department, Government of Maharashtra or any other Competent Authority or as the case may be.

Yours Sincerely,

(Imtiyaz Kazi)
Executive Officer

Encl : EOI Document

3. BACKGROUND

3.1 Background

- a. The Maharashtra State Haj Committee is the apex body under the Minorities Development Department, Government of Maharashtra and it shall be duty of a State Haj Committee to implement the policies and directions of the Committee in the interests of Haj Pilgrims. Haj Pilgrimage is holy and noble act amongst the Muslim community and also the knowledge of Islam is very important fact hence only Muslim agencies may submit their Expression of Interest.
- b. Urdu and Arabic language knowing agencies may be given preference.
- c. The State Haj Committee shall provide assistance to the Haj Pilgrims including in the matter of their transport between their home States and the point of exit from India and their transit accommodation at points of exit.
- d. The State Haj Committee shall discharge such other duties in connections with Haj as may be prescribed by the State Government concerned, in consultation with the Central Government.

3.2 Nagpur Embarkation Point announced by the Government of India in the year 2003. Pilgrims from Vidarbha region i.e. Akola, Amravati, Bhandara, Buldhana, Chandrapur, Gadchiroli, Gondia, Nagpur, Wardha, Washim, Yavatmal and intending Hajees from Chattisgarh, Madhya Pradesh also proceeded from Nagpur Haj House.

4. BRIEF OBJECTIVE AND SCOPE OF WORK

4.1 Objectives

The prime objectives of this Expression of Interest is to identify suitable Nagpur based unemployed Co-operative Societies for security, keep building neat clean and good conditions and to undertake certain following activities for the building.

- i) To keep building in good, neat and clean conditions.
- ii) To provide sufficient number of manpower of Security Guards for safety of the building, plumber, and Electricians.
- iii) To keep sufficient number of staff for operating two capsule lifts of Nagpur Haj House.
- iv) To maintain and keep beautifications of the garden and appoint gardener for the garden.
- v) To keep plumber for plumbing sanitation works etc.
- vi) To keep Electric Technician for urgent electric works.
- vii) Any other works given by the Executive Officer, Maharashtra State Haj Committee time to time.

FORMAT – 1
APPLICANT’S EXPRESSION OF INTEREST

To,

The Executive Officer,
Maharashtra State Haj Committee,
Sabu Siddick Musafirkhana,
R.No. 6 & 7, L.T. Marg,
Mumbai – 400 001.

Subject : Submission of Expression of Interest for Outsourcing the works of
Nagpur Haj
House. at Nagpur.

Sir,

In response to the invitation for Expression of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy.

1. Organisational Details (Format -2)
2. Experience in related fields (Format -3)
3. Experience of key personnel (Format -4)
4. Financial strength of the organization (Format -5)
5. Additional information (Format -6)
6. Declaration (Format -7)

Sincerely yours,

Signature of the applicant
(Full name of applicant and stamp)
Date _____

Encl : As above.

Note : This is to be furnished on the letter head of the organisation.

FORMAT – 2

Organisation Contact Details

Sr. No.	Details	
1	Name of the Unemployed Co-operative Society	
2	Main area of works	
3	Type of Unemployed Co-operative Society	
4	Address of Unemployed Co-operative Society with Telephone and Fax No.	
5	Contact Person with telephone number and E-mail ID	
6	Last 3 years Income Tax Certificate	
7	Copy of Annual Accounts of last 3 years	

Attach :- Relevant documents in support of above.

Signature of the applicant
(Full name of applicant and stamp)
Date _____

FORMAT – 3 –

Details of Past Experience of Similar Nature. Please provide details of assignment during last 5 years

Sr. No.	Category	Short assignment title and brief details of work executed	Name of clients	Order Value	Project Implemented value	Years
1						
2						
3						

Decision of Evaluation Committee in ascertaining “Similar nature” and “ Similar assignment” will be final.

Signature of the applicant
Full Name of the applicant
Stamp & Date

:

FORMAT – 3 A

List of experts in the field of Security and Service of Government Organizations

Sr. No.	Name	Designation	Date of joining the Organisation
1			
2			
3			

Signature of the applicant

(Full name of applicant and stamp)

Date _____

FORMAT – 4 –

Experience of Key Personnel

Overview of the qualification and past experience of the key personnel

Name :
Designation :
Date of Birth :
Qualification :

Sr. No.	Item	Title of Assignments	Value of works in Rupees	Implementation / Project Value in Rupees	Execution time Frame
1	Experience of assignments "Similar nature"				
1.1	Experience in carrying out "similar assignments in Government"				
1.2	Experience in carrying out "Similar assignments" in Public Sector.				
1.3	Experience in carrying out similar assignments in Private Sector				

Note :

1. Information regarding a maximum of five (05) key personnel who may lead teams in case of relevant assignment viz. (i) Project Management Expert (ii) Hard working Volunteers may be provided. Separate sheet may be used for each individual, Each individual will be evaluated separately and then average of the all (maximum 6) personnel will be taken for final evaluation.
2. Decision of Evaluation Committee in ascertaining "similar nature" and "similar assignment" will be final.

Signature of the applicant
(Full name of applicant and stamp)
Date _____

FORMAT – 5 –

Financial Strength

Sr. No.	Years	Net Profit in rupees	Turnover in Rupees	Turnover from services rendered in India in rupees
1	2016-17			
2	2017-18			
3	2018-19			

Note : Please attach auditor's certificate in support of your claim.

Signature of the applicant
(Full name of applicant and stamp)
Date _____

FORMAT – 6 –

Additional Information		
1. List all attachments related to the previous sections.		
Serial No.	Description	No. of pages
2. Additional information to support the eligibility (Not more than 2 pages).		
Signature of the applicant (Full name of applicant and stamp) Date _____		

FORMAT – 7 –

Declaration	
<p>We hereby confirm that we are interested in competing for the Services for “outsourcing the works of Nagpur Haj House and all the information provided herewith is genuine and accurate.</p>	
Authorised Person’s Signature	:
Signature of the applicant	
(Full name of applicant and stamp)	
Date	_____
Note : This declaration is to be furnished on the letter head of the organisation.	

Annexure -1 : Pre – Qualification Criteria

Following will be the minimum pre – qualification criteria. All eligible Firms / Organisations must satisfy all the criteria listed below. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sr. No.	Pre – qualification Criteria	Supporting compliance document	Reference
1.	The Berozgar Seva Sahkari Sanstha shall be registered under Maharashtra State Co-Operative Societies Act	Copy of Certificate of Incorporation	
2.	The firm has to be profitable in the business and should not have incurred loss in the last 3 financial year i.e. (F.Y. 2016-17, 2017-18 and 2018-19).	Profit and Loss Statement and Balance Sheet	
3.	The firm should have a minimum average annual turnover of Indian ruppees 10 lakh in the last three year financial years year i.e. (F.Y. 2016-17, 2017-18 and 2018-19).	Profit and Loss Statement and Balance Sheet	
4.	The firm should have past experience during last 3 years from March 2016, in executing the similar type of assignments related to services in Government.	Copy of Work order from the department is to be enclosed.	
5.	The firm should not be black listed by any State Government / PSU / Government Bodies / Autonomous Bodies / Private Sector	Self declaration signed by the Authorised Signatory	
6.	The firm should have at least minimum 50 hard working volunteers (including regular and contractual) However, the firm should have at least 10 senior regular staff capable of handling services	Copy of Certificate by Statutory /Auditor or Company Secretary of the firm.	
7.	Successful bidder must ensure that the Security Agency, from whom the Security Personnel are hired, possesses a required Security Licence from the Labour Department, Government of Maharashtra or any other Competent Authority as the case may be.	Copy of Security Licence must be enclosed.	

Note : Please supply documents which directly indicate above parameters, do not attach document f from where information needs to be interpreted / inferred.

Annexure – II Evaluation Methodology

The firms / organizations that satisfy the minimum pre – qualification criteria as per Annexure –I shall be assigned competence scores as detailed below.

Sr. No.	Criteria	Weightage / Sub-Weightage	Max. Marks (Upper Limit)
1.	Past Experience of the firm	60%	60
	a. Experience in carrying out similar assignment in Government / Public Sector.	75%	45 (10 years)
	b. Experience in carrying out similar assignment in private sector.	25%	15 (15 years)
2	Experience of Key Personnel	15%	15
	2.1 Qualification	30% 70%	4.5 (Post Graduate) 3 (Graduate) 1 (Other)
	2.2 Relevant Experience		10.5 (20 years)
3	Financial Strength of the firm	25%	25 (10 Lakhs average turnover past 3 years)
	Total	100%	100%

Details of the Unemployed Co-operative Society Members

Annexure III

Sr. No.	Name of the Unemployed Co-operative Society's Members	Address	Telephone / Mobile No.	Signature	Photo of the Members
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Signature of the applicant
(Full name of applicant and stamp)

Date _____

COMMERCIAL BID FORM

Rates and Taxes if any should be mentioned in Commercial Bid Form

Sr. No.	No. of Staff to be engaged for	Posts	Amount

MAHARASHTRA STATE HAJ COMMITTEE

(Constituted under the Parliament Haj Act No. 35 of 2002)

M.H. Sabu Siddick Musafirkhana Trust Building, Ground Floor, Room No. 6 & 7, Lokmanya Tilak Marg, Mumbai

- 01.

E – TENDER NOTICE

Sr. No.	Name of Services	No. of Staff	Tender Fee (Non Refundable DD in favour of Maharashtra State Haj Committee / RTGS of nationalised bank	Bid Security (EMD) (DD of nationalised bank)	Downloadin g tender document from Government electronic Procurement Portal, Govt. of Maharashtra portal and Maharashtra State Haj Committee Website	Pre-bid meeting	Last date and time for submission of tender online	Online bid opening Date and time	Name and address of the Officer processing the tender
1.	Cleaning Staff	03	Rs.1,000/-	Rs.50,000/-	30/12/2019 3.00 p.m.	N.A.	15/01/2020 3.00 p.m.	17/01/2020 3.00 p.m.	The Executive Officer, Maharashtra State Haj Committee, M.H. Sabu Siddick Musafirkhan a Trust, Room No. 6 & 6, Ground Floor, Lokmanya Tilak Marg, Mumbai-01.
2.	Security Guards	05							
3.	Liftmen	02							
4.	Gardener	01							
5.	Plumber	01							
6.	Electrician	01							

