



**Savli Technology & Business Incubator (STBI)**  
Department of Science & Technology, Government of Gujarat

**EXPRESSION OF INTEREST (EOI)**

**No. STBI/Dir/Faci/Tender/2022/03**

**August 2022**

**Empanelment of Contractors/Agencies/Firms/Individuals  
for Civil and Plumbing maintenance works at  
Savli Technology & Business Incubator, Vadodara**

**For Queries, Contact:**

**Facility Assistant (Mechanical),**

**STBI, AT EPIP/CFC Building, GIDC – Savli, Manjusr, VADODARA, 391 775.**

**Ph: 02667-266000, 266004 | Mobile: 8141323965 | Email: famech-stbi-vdr@gujarat.gov.in**

## Expression of Interest

### EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS

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**Savli Technology & Business Incubator [STBI]**, under the aegis of Dept. of Science & Technology, Govt. Of Gujarat. Savli Bio-incubator (SBInc), a technology business Incubator has been developed by GSBTM, DST, GOG with support from the Govt. of India through the Bio-NEST scheme of BIRAC. The State Government has now resolved to set up New Institution under the name of ‘Savli technology & Business Incubator’ (STBI) and Savli bio-incubator project is being transferred to STBI.

#### **1. Introduction:**

**Savli Technology & Business Incubator (STBI), Vadodara** invites applications for the empanelment of Civil and Plumbing Maintenance contractors having at least three years’ Civil and Plumbing Maintenance work experience or a valid “E-2” class Civil and Plumbing contractor’s license issued by Govt. of Gujarat or CPWD, Govt. of India for Civil and Plumbing Maintenance Works at STBI as and when needed in a period of **one year**.

#### **2. Scope of Work:**

- All Civil related maintenance works including building construction work such as concrete/brick masonry/levelling/woodworks/floor works/slab works/bricklaying/plastering/tiles fitting/painting/fabrication/shed maintenance/structural steel work/water-chemical tank cleaning/paver blocks fitting/road works/parking area related works etc. and Plumbing related works including Supply, Fitting and maintenance of Plumbing and sanitary system pipe fittings and appliances used for water supply, RO systems, Water coolers, drainage and sewerage systems and AC drain water piping for **One year** at STBI, Vadodara.
- All the works that will be carried out under this empanelment will be for up to the ceiling of ₹25,000/- and also in the form of maintenance/repair works only.
- No New/Fresh works will be included/carried out under this empanelment.

#### **3. Validity of the Empanelment:**

The Empanelment period of the Civil and Plumbing Maintenance contractor is for **one year** which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order. After the end of the empanelment period, all the data of empanelled contractors will stand cancelled.

## Expression of Interest

### EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS

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#### 4. Pre-Qualification Criteria:

In view of the above scope of work and to get reputed / reliable / registered Contractors / agencies / suppliers / Individuals for Civil and Plumbing Maintenance works, it will be necessary to get the Bidders pre-qualified for the Tender under reference, based on the documents submitted by the Bidders as asked by STBI, EPIP/CFC building, Savli GIDC, Manjusar, Vadodara. Only those contractors who fulfil the following minimum criteria need to apply.

- I. Applicant should have been holding valid 'E2' class Civil and Plumbing contractor's license from Govt. of Gujarat or CPWD, Govt. of India

**or**

The applicant must have work experience of at least three years in building construction work such as concrete/ brick masonry/levelling/woodworks/floor works/slab works/bricklaying/plastering/tiles fitting/painting/fabrication/shed maintenance/structural steel work/water-chemical tank cleaning/paver blocks fitting/road works/parking area related works etc. and Plumbing related works including Supply, Fitting and maintenance of Plumbing and sanitary system pipe fittings and appliances used for water supply, RO systems, Water coolers, drainage and sewerage systems and AC drain water piping

- II. The applicant should have completed the above-mentioned works in Government /PSUs (The work order and work completion certificate is to be submitted by the applicant)

- A. At least 3 works of value Rs. 10,000/-
- B. At least 2 works of value Rs. 15,000/-
- C. At least 1 work of value Rs. 25,000/-

- III. Applicant should have a valid PAN card/GST Registration/TIN registration.

- IV. Self-declaration stating **not blacklisted** by any Govt./PSU/Private or any other organisations.

#### 5. Tender Processing Fee

- Tender Processing Fee (non-refundable) in the form of a Demand Draft (DD)/Fixed Deposit (FD) of ₹500/- (Rupees Five Hundred Only) drawn on any nationalized Indian Bank in favour of "Savli Technology & Business Incubator" payable at Manjusar, Vadodara in a separate envelope superscribing "Tender Processing Fee".
- Applications without Tender Processing Fee as mentioned above may lead to disqualification from the selection process.

## Expression of Interest

### EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS

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- Submit Tender Processing Fee in a separate sealed envelope.

#### **6. Earnest Money Deposit (EMD) / Security Deposit (SD)**

- For submitting the Tender for empanelment of Civil and Plumbing Maintenance contractors, applicants are required to submit EMD in a sealed and separate envelope superscribing as “Earnest Money Deposit” on the top side and the name of the agency on the bottom side.
- A demand draft (DD)/Fixed Deposit (FD) of an amount of ₹2,500/- (Rupees Two Thousand Five Hundred Only) should be drawn in favour of “Savli Technology & Business Incubator” payable at Manjusar, Vadodara.
- **The EMD of the empanelled agency (ies) will be retained with STBI as the security deposit**, bearing no interest on the amount, and will be refunded back to the successful bidder after the end of the empanelment period i.e., One year.
- The EMD of disqualified agencies will be refunded after completion of the empanelment process.
- The Submission of Expression of Interest along with EMD and details would mean the acceptance of the above conditions by the agency.
- The Applications without EMD as mentioned above may lead to disqualification from the selection process.

#### **7. Other Terms and Conditions**

- STBI reserves the right to accept or reject any application, without assigning any reasons thereof.
- STBI reserves the right to reject any/all applications without assigning any reasons thereof.
- Bidders are advised to visit the site and understand the scope of the works intended to be undertaken, before Tendering.
- Only the Tenders of the Bidders who will qualify in the Technical Tender / Pre-Qualification will be considered for further evaluation. The Bidders are requested to submit all the required documents as mentioned in the Technical Tender / Pre-qualification.
- STBI would not be responsible for the non-receipt of the offers in the stipulated time due to transit delays including delays in postal and courier agencies/departments. Claims for

## Expression of Interest

### EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS

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acceptance of the offer after the stipulated time are subject to the decision of the Director, STBI.

- After getting empanelled, agencies are required to participate in at least 60% of Tenders invited by STBI, failing which EMD/SD of the agency will not be returned as a penalty and will be barred from future empanelment.
- The empanelment is subject to immediate termination if at any given point of time the information provided by the agency is found contradicting, violating, or misleading the facts.
- Decision of The Director, STBI, EPIP/CFC building, Savli-GIDC, Manjusar, Vadodara regarding pre-qualification based on the documents furnished by the Bidders will be final and binding to all the Bidders and no correspondence will be entertained from any of the Bidders in this regard.
- The selected Bidder will have to enter into an agreement with the STBI, EPIP/CFC building, Savli-GIDC, Manjusar, Vadodara with the approved format of the agreement by the STBI, covering all terms and conditions, stated in this Tender document and those which may be agreed upon or modified by both parties during subsequent correspondence / discussions / negotiations on stamp paper of appropriate value and should be notarised.
- The jurisdiction of Vadodara will apply to the applicant in case of any legal matter.

### **8. Submission of Tenders**

- The Bidders are required to submit the following in separate envelopes:
  - ✓ Tender Processing Fee of ₹500/- in a sealed envelope (DD)
  - ✓ EMD of ₹2,500/- in a sealed envelope (DD/FD etc.)
  - ✓ The Following information in a sealed cover/envelope titled “Technical Documents for empanelment of Civil and Plumbing Maintenance Contractors”
  - ✓ Name, Tel / Fax / e-mail details and Address of the Firm (Proof of local presence)
  - ✓ PAN / TAN / GST Registration
  - ✓ Date of Establishment of the company (enclose Evidence of at least three years old firm)
  - ✓ Last 3 years’ Work orders and/or Work completion Certificates from the clients to certify points of prequalification criteria for the empanelment
  - ✓ Non-Blacklisting Declaration Form (as per Annexure-I format appended herewith)
  - ✓ Any other information in support of pre-qualification criteria.

## Expression of Interest

### **EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS**

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- All documents should carry the stamp of the respective company and the signature of the authorized person to certify that all enclosed documents and information provided by the agency stand correct to the best of the knowledge of the agency.
- The above-mentioned sealed envelopes are to be submitted physically at the STBI office or sent through registered post/courier to the following address:

**SAVLI TECHNOLOGY & BUSINESS INCUBATOR (STBI)**

(A Govt. of Gujarat Organization)

EPIP-CFC Building, Opp. NETAFIM, GIDC Savli, Village: Manjusar,

Ta: Savli, Dist.: Vadodara – 391775. Phone: 02667-264891/264900

- Expression of Interest by the interested agencies would be accepted till **12/09/2022, 17:00 hrs.**



**Expression of Interest**

**EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS**

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**ANNEXURE – I**

**NON-BLACKLISTING DECLARATION**

[On Bidder's Letter Head]

Date:

To,

**The Director,  
Savli Technology & Business Incubator (STBI),  
EPIP/CFC building, Savli-GIDC,  
Manjusar, Vadodara-391 775.**

**Subject:** Non-Blacklisting Declaration

Dear Sir,

This is to notify you that our Firm / Company / Organization Name: \_\_\_\_\_

\_\_\_\_\_ intends to submit a tender for  
Empanelment of Contractors/individuals for Civil and Plumbing Maintenance Works at Savli  
Technology & Business Incubator, Vadodara.

In accordance with the above we declare that:

- 1) We are not involved in any major litigation that may have an impact on affecting or compromising the delivery of services as required under this assignment.
- 2) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

\_\_\_\_\_

Name:

Title:

Signature: \_\_\_\_\_

**Expression of Interest**

**EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS**

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**ANNEXURE – II**

**DECLARATION / COMPLIANCE LETTER**

[On Bidder's Letter Head]

From:

Date:

To,

**The Director  
Savli Technology & Business Incubator (STBI),  
AT EPIP/CFC Building,  
Savli GIDC, Manjusar, Vadodara.**

**Subject:** Compliance with the Tender terms and conditions, specifications and Eligibility Criteria.

Dear Sir,

With reference to above mentioned Tender for Empanelment of Contractors for Civil and Plumbing Maintenance Works at STBI, Myself, Undersigned \_\_\_\_\_, in the capacity of \_\_\_\_\_, is authorized to give the undertaking as below on behalf of \_\_\_\_\_.

- ✓ I/We wish to inform you that we have read and understood the total requirement of the above-mentioned Tender submitted by us on date \_\_\_\_\_.
- ✓ I / We have carefully gone through and clearly understood the Tender notice and terms and conditions and Bided to execute and satisfactorily complete the whole work strictly in accordance with the said Tender.
- ✓ I/We hereby solemnly declare that none of our Partners Jointly or Severally or Our Firm / Company / Associates company has/have been Black Listed by the Central Government or any State Government or Its Undertaking.
- ✓ I/We hereby solemnly accept to submit EMD and/or Security Deposit [SD].
- ✓ I/We hereby further declare that, in case of disqualification or breach of any Tender terms and conditions or deviation from Tender specifications originally specified in the Tender document, the decision of The Director, STBI will be acceptable to us.

Thanking you,

Yours truly,

[Name & Signature]

[Stamp/Seal of Firm/Company]

\_\_\_\_\_



## Expression of Interest

### EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS

### ANNEXURE – III

#### Checklist of documents for Empanelment of Firms / Company / Contractor

Sr. No.	Documentary Proofs to be appended (Attested copy)	Submitted? Yes/No/NA
1	Registration Certificate Copy in the state of Gujarat or equivalent class in other state or CPWD (attach Copy) or Empanelled with any Bank / organization (Not mandatory)	
2	Whether enlisted as approved Contractor with GOG or any State or Central Govt. / Public Sector Undertaking/ SEB / any other; if so, please furnish details and a copy of the certificate (Not mandatory)	
3	Copy of PAN/TAN/GST details	
4	Companies operational over last 3 years (documentary proof)	
5	Tender fees (DD in favour of 'Savli Technology & Business Incubator')	
6	EMD (DD/FD in favour of 'Savli Technology & Business Incubator')	
7	Personal details of Bidder (Name, contact, address, etc.)	
8	Do you have any authorized agent/dealer in Vadodara, Gujarat (If Yes, Provide name, address, telephone No/Fax., Email)	
9	Non-Blacklisting Declaration Form (as per Annexure-I provided above)	
10	Last 3 years' Work orders and/or Work completion Certificates from the clients to certify points of prequalification criteria for the empanelment	
11	Declaration / Compliance Letter (as per Annexure-II provided above)	

**Note:** If adequate details and documents are not provided, the Tender submitted will be liable for rejection.

Seal of the Firm / Company

Date:

Place:

## Expression of Interest

### EMPANELMENT OF CONTRACTORS FOR CIVIL AND PLUMBING MAINTENANCE WORKS

#### SUMMARY OF THE EMPANELMENT PROCESS

<b>01</b>	<b>TENDER NO.</b>	<b>STBI/Dir/Faci/Tender/2022/03</b>
<b>02</b>	Work	<b>Empanelment of Contractors/Agencies/Firms/Individuals for Civil and Plumbing Maintenance works at Savli Technology &amp; Business Incubator, Vadodara</b>
<b>03</b>	Location of Physical Tender Submission	<b>Savli Technology &amp; Business Incubator [STBI], Dept. of Science &amp; Technology, Govt. of Gujarat, EPIP/CFC Building, Savli GIDC office, Savli GIDC, Manjusar, Vadodara (Gujarat), Ph: 02667 266004 / 6000.</b>
<b>04</b>	Tender Fee [Non-refundable]	<b>₹500/-</b>
<b>05</b>	Earnest Money Deposit (EMD)	<b>₹2,500/-</b>
<b>06</b>	Security Deposit	The EMD of the empanelled agency (ies) will be retained with STBI as the security deposit, bearing no interest on the amount, and will be refunded back to the empanelled bidders after the completion of the empanelment period.
<b>07</b>	Last date and time for Submissions of Tender	<b>12/09/2022 at 05:00 pm.</b>
<b>08</b>	Opening of Technical Tenders and Pre-qualification	<b>12/09/2022 at 11:00 am.</b>
<b>09</b>	Validity of Empanelment	For a period of <b>one year</b> which might be extendable for a further one year at a time (subject to the condition that the total empanelment period shall not exceed three years from the date of commencement of the first empanelment).
<b>10</b>	Site Visit	<b>Savli Technology &amp; Business Incubator [STBI], Dept. of Science &amp; Technology, Govt. of Gujarat, EPIP/CFC Building, Savli GIDC office, Savli GIDC, Manjusar, Vadodara (Gujarat), Ph: 02667 266004 / 6000.</b>