



Maharashtra Industrial Development Corporation

Head Office, “Udyog Sarthi” Marol Indl.area Mahakali Caves Road,
Andheri (E), Mumbai-400093. Tel.26870052/54/27/73, Fax No.26871587
Email: rehabcellmumbai@midcindia.org, Website:www.midcindia.org

INTRODUCTION

Maharashtra Industrial Development Corporation (MIDC), India’s premier Industrial Development Agency an entity of Govt. of Maharashtra established in 1962 and plays vital role Industrial Development in the State of Maharashtra. Maharashtra Industrial Development Corporation has acquired more that 60,000 hect. of land to set up 229 industrial estates in the state. The basic aim of this organisation is development of all through industrialisation. MIDC basically provides infrastructure facilities like land, road, water supply, sewerage and electricity to industries to boost industrial development in the State which in tern helps in over all development and creation of employment opportunities. Of course, for providing lands and infrastructure, the Corporation needs to acquire lands from private people on a large scale.

MIDC is acquiring over 60,000 hect. of land at the various location in the State. Taking in to the consideration the large no. of investors interest to invest in the State, MIDC acquires land through Govt. of Maharashtra under the provisions of Maharashtra Industrial Development Act, 1961. While acquiring land under the provisions of this Act, MIDC normally adopts a policy of finalising acquisition through negotiation, so that affected people get better price for their land. In addition to the compensation, MIDC has approved a policy for rehabilitation of such affected families.

To implement various rehabilitation activities for the Project Affected People, MIDC has established separate Rehabilitation Cells. The main cell is located at MIDC, Head Quarters, Andheri, Mumbai and the Regional Cells are located at Regional Offices. To run these cells MIDC needs certain services for which MIDC proposes to appoint a service providing agency for providing these services. Nature of services will be mentioned separately in the Tender information document.

NOTICE

MIDC is inviting sealed offers from Firms for providing various types of administrative and technical services of personnel for the Rehabilitation Cell of MIDC. The blank Tender Forms are available on MIDCs website: www.midcindia.org from 01/02/10 to 15/02/10. The last date of submission of offers of proposals is 15/02/10.

Place :
Date :

Head,
Rehabilitation Cell
MIDC, Andheri, Mumbai-93.

MIDC invites Tenders from experienced & reputed firms / agencies, institutions for providing various kinds of services required for discharging various functions pertaining to rehabilitation cell.

The Tender documents contains the detailed scope of work and is available on the website:- www.midcindia.org.

Tender document to be downloaded from	01/02/2010
Last date of submission of Tender	15/02/2010

The screening and evaluation committee will decide the institutions to be empanelled and the result would be published on the website within a week's time.

Place: - Andheri, Mumbai.

Date: - -----

**Head, Rehab Cell,
MIDC, Andhri, Mumbai-93.**

(A) Specification of Services

Services required	Nature of Services	Preferable Qualification of Service providing Personnel
Technical Services	<ol style="list-style-type: none"> 1) Review of employment to PAPs & its facilitation. 2) Asses the requirement of various trades and services required in the industrial areas for imparting training to PAPs 3) Facilitating formation of Corpus of industries to facilitate trade specific training. 4) Supervising quality training to PAPs 5) To ensure and take review of employable PAPs being employed to industries. 6) Any other issues related with employment and socio economic issues. 	<ol style="list-style-type: none"> 1) MSW degree. 2) Good deal of experience in technical education 3) Seven years experience of teaching in ITI or similar kind of training experience in the rural or urban Community.
Senior Research Advisory services on Socio Economic and Rehabilitation activities	<ol style="list-style-type: none"> 1) Coordination of socio economic studies in industries areas. 2) Analysis of results of various socio economic studies. 3) Comparison and study of various socio economic studies at state, national and international level. 4) To assist in formulating rehabilitation packages based on analysis and result of socio economic studies 5) To take review of overall rehabilitation Process, activities conducted by the regional rehabilitation process. 6) To assist in formulating rehabilitation policy mechanism. 	<ol style="list-style-type: none"> 1) MSW degree. 2) Five years experience in the field of Socio economic study.

<p>Research and Implementation services on Socio Economic and Rehabilitation activities</p>	<ol style="list-style-type: none"> 1) Collection and updatation of data pertaining to socio economic studies in industrial areas. 2) To facilitate selection of agencies and conduct of socio economic study. 3) Analysis of socio economic studies, interaction with local people. 4) Preparation of list of PAPs for training to make them employable. 5) Facilitation of various rehabilitation measures to the PAPs 	<ol style="list-style-type: none"> 1) MSW degree. 2) 3 years experience of working in acquisition / rehabilitation related issues.
<p>Research Assistant Services</p>	<ol style="list-style-type: none"> 1) Assist the head of rehabilitation cell. 2) To handle correspondence, report of rehabilitation pertaining to head of rehabilitation cell. 3) To prepare analysis, presentations based on small programmes and data. 4) Co-ordinating research survey activities and assist preparing various research formats. 	<ol style="list-style-type: none"> 1) MSW or M.A in Sociology are preferred. 2) At least 1 year experience in Research / Community development work. 3) Good deal of knowledge about working on computer, presentation skills, should have good speed of computer typing.1years of experience in working on grass root level.
<p>Clerk cum computer Operator Services</p>	<ol style="list-style-type: none"> 1) Correspondence/ letters of various kinds in English and Marathi languages. 2) Maintenance of Office files and records. 3) Submission of Notes in various proposals. 4) Typing and data entry of various records. 	<ol style="list-style-type: none"> 1) HSC examination passed 2) Pass MSCIT computer course. 3) Typing speed on Computer min. 40 w.p.m. in English. 4) Good deal of Computer working knowledge. 5) One year experience on computer working. 6) Preference given to candidate who knows Marathi typing.

Driver Services	1) Motor/ Car/ Jeep Driving 2) Servicing / Maintenances / Cleaning of Vehicle	1) S.S.C. Passed. 2) Valid driving licence for four wheelers 3) Five years experience in Four Wheeler driving
Helper Services	1) Cleaning and Maintenance of Office and Office equipments 2) Providing all kinds of help for running office.	1) Min VIII std. Passed.

Eligibility Criteria

- 1) The Service Providing Firm should be an Indian Company / Firm and should have enough experience of providing above mentioned services.
- 2) Preference will be given to the firm having experienced workers working with govt especially in the field of land acquisition and Rehabilitation.

Terms & Conditions

- 1) Service Providing firm should have registration of Bombay Shops and Establishments registration act 1948 .
- 2) Service providing Firm should have licence of competent authority for such services.
- 3) Service Providing Firm should provide all information about the service providing staff to be provided to carry out required functions of Rehabilitation cell as well as their consent letters.
- 4) Service Providing Firm shall be solely responsible for benefits / salaries/ and other legally required payable fees charges, taxes etc to their service providing staff and Govt. Authorities per existing rules and regulations. MIDC will not be responsible for any such fees, charges etc.

- 5) The clerical service providing staff may be given short term training about their work by MIDC.
- 6) Service Providing Firm should issue Identity card to every service providing employee engaged for this work.
- 7) Since this is a turnkey job no separate taxes, duties and any other incidental charges are payable by MIDC.
- 8) Service providing Firm will have to sign an agreement with certain Terms and Conditions about the services to be provided to Rehabilitation Cell of MIDC.
- 9) Services of Service Providing Firm can be terminated by giving one month advance notice to the firm without assigning any reason.
- 10) Right to reject any or all proposals without assigning any reason thereof is reserved by competent authority (MIDC).

Preparation

- 1) Applicants are requested to submit the proposal as per attached formats only.
- 2) Applicant may be disqualified, if required information in the documents is not given or fully furnished.
- 3) Any proposal containing vague and indefinite proposal / offer will not be considered.

Earnest Money Deposit and Cost of Application

An EMD of Rs.5000/- and Cost of Application Rs. 200/-(Non refundable) in the form of Demand Draft in favour of Chief Accounts Officer, Maharashtra Industrial Development Corporation Payable at Mumbai on any Nationalised / Scheduled bank must be submitted along with the proposal.

Date of purchase and submission of proposal

The Tender documents shall be downloaded from www.midcindia.org.

The applications completed in all respect shall be submitted in sealed envelopes in following way on or before 15/02/10 Till 14.00 hrs.during working hours on working days in the office of The Rehabilitation Cell,3rd floor, MIDC office, Udyog Sarthi, Mahakali Caves road, Marol Industrial area, Andheri (East),Mumbai-400093.

Submissions of the proposals are to be made in manner: The proposal shall be submitted in three envelopes / bid system.

First Envelop should contain following documents-

- 1) Demand .Drafts towards the cost of application form and E.M.D. in the name of Chief Accounts Officer, MIDC, Mumbai.

Second Envelop should contain following documents.

- 1) Documents prescribed in annexure I, II and III.

Third Envelop should contain price bid as prescribed in annexure IV.

All these three envelopes will be put in bigger envelope & will be submitted. The Sequence of opening the envelope will be strictly observed as follows:

The 'Envelope **II**' will be opened only if 'Envelope **I**' consists of Demand Drafts of requisite amount. The bidders who do not follow the submission procedure will be disqualified from the selection process.

The 'Envelope **“III”**' will be opened only if 'Envelope **“II”**' consists of Technical proposal including Company Profile and Rehab work related experience document. The bidders who do not follow the submission procedure will be disqualified from the selection process.

Evaluation Criteria

Points for evaluation of the Technical Proposals shall be as under:

S.No	Technical Proposal Evaluation Parameter	Maximum Technical Score
A	Rehabilitation work Experience with Govt departments	50
B	Availability of personnel having adequate knowledge of rehabilitation work in respect of development projects.	50
	Total Technical Score	100

The minimum technical score required for qualifying for opening of financial proposals shall be 70.

Financial Proposal : -

In the Financial proposal, the agencies/ firms are required to quote charges / rates for various services.

Selection of Agencies / Firms :-

The final evaluation of proposals shall be on the basis of rates offered for providing various services.

CEO, MIDC, however, reserves the right to reject any or all the bids received, without assigning any reasons and any liability to MIDC.

Refund of E.M.D.

EMD of unsuccessful applicants will be refunded to them within 30 days of issue of work order to the successful applicant.

Period of Contract

The Service providing contract shall remain in force for a period of 11 calendar months from the date of issue of work order by MIDC.

Mode of payment

The service providing firm shall be entitled to receive monthly bill on production of necessary records and submission of all returns / reports/ obligation fulfilled.

ANNEXURE-I

FORMAT OF PROPOSAL
(On the letterhead of the applicant)

From,

.....
.....

To,
Chief Executive Officer
Maharashtra Industrial Development Corporation,
MIDC Head Office, Udyog Sarathi,
Mahakali Caves Road, Marol Indl area
Andheri (E),
Mumbai – 400 093.

Subject: Submission of Proposal from Service Provider Firm

Dear Sir,

I/ Weherewith
Enclose our proposal showy our complete capability proposal for selection of our
organisation for “the captioned assignment”.

Yours Faithfully,

Signature.....

Full name.....

Designation.....

Contact Number:

Date :

Place :

ANNEXURE-II

Documents to be submitted along with the Proposal

1. Profile of the Service Providing Firm
 - 1.1 Its existing business.
 - 1.2 Number of years experience with details.
 - 1.3 Organisation Structure, Staffing strength.
 - 1.4 Details of Personnel and their consent letters to be provided as mentioned in terms and conditions.
2. Experience Credentials – Details of Rehabilitation work experience along with Govt. functionaries or bodies or departments.
3. Memorandum of Articles of Association its duly registered with the competent authority / Registration copy of the firm.
4. Financial statements for last three years. (audited copy of Balance sheet and Profit and Loss Account)

ANNEXURE-III

Experience Details

The service providing firm should provide details of their experience with particular reference to the services provided by them of similar nature.

Sr.No.	Name of Organisation to whom services provided	Nature of the Project for which services were/ rendered	General Nature of Services provided	Period	Remark

ANNEXURE - IV

We have studied the all terms and conditions of the proposal, and after fully studying we are quoting our offer for the personnel to be provided (category wise). This offer includes all prevailing taxes, insurance, EPF and relieving charges etc. and no additional charges / taxes / fees shall be demanded from MIDC.

Particulars of Services	Monthly Rate in Rs. (Per Person's Service)	Yearly Charges in Rs.	Remark
<u>(A) Services At Head Office</u>			
Technical services			
Senior Research Advisory Services on Socio Economic and Rehabilitation activities			
Research Assistant Services			
Clerk cum Computer Operator Services			
Driver Services			
Peon / Helper Services			
Total			
<u>(B) Services At Regional Office</u>			
Research & implementation services on Socio Economic and Rehabilitation activities			
Research Assistant Services			
Clerk cum Computer Operator Services			
Peon / Helper Services			
Total			
Grand Total (A + B)			

(Amount in figure Rs.....)

Date :

Signature with Seal

Place: