

Date: 01/04/2025

## **TENDER NOTICE**

**THE MOGAVEERA VYAVASTHAPAKA MANDALI**, a Trust registered under the Maharashtra Public Trust Act, 1950 bearing Regn. No. F/55 (B) and also under the Maharashtra Societies Act, 1869 bearing Regn. No. 519 having its Registered and Administrative Office situated at: Mogaveera Bhavan, M.V.M Educational Campus Marg, Andheri (West), Mumbai 400058, invites Sealed Tender for conducting/managing the auditorium with centrally air-conditioned and automated sound system (M. V. M's – Smt Shalini G. Shanker Convention Centre) on the First and Second Floors admeasuring about (First Floor 9784 Sq ft area, Second Floor 3248 Sq ft area), Cafeteria with kitchen & Dinning Area admeasuring about 1348 sq ft in the Ground Floor) in Mogaveera Bhavan, M.V.M Educational Campus Marg, Andheri (West), Mumbai 400058 (hereinafter called the said Premises). The facilities are suitable for marriage/reception, birthdays, events, annual general meetings, business meetings, conventions etc;.

The Tender Form with the Terms & Conditions is available in the Administrative Office in the above said address and can be obtained on any working days between 10.00 a.m. and 4.00 p.m. by or before 15/04/2025. The Tender Document can be obtained by paying a Non-Refundable payment of Rs. 5000/- by Cash or Demand Draft in favor of '**THE MOGAVEERA VYAVASTHAPAKA MANDALI**'. The closed and sealed Tender Document addressed to the Hon General Secretary, '**THE MOGAVEERA VYAVASTHAPAKA MANDALI**', Mogaveera Bhavan, M.V.M Educational Campus Marg, Andheri (West), Mumbai 400058 duly filled, signed with seal and all necessary statutory documentary evidence be dropped in the 'Tender Box' kept in the Administrative Office in the above said address by or before 30/04/2025. The submission of Tender Document closes at 6.00 p.m. on 30/04/2025. The visit to the facilities shall be given from 10/04/2025 to 15/04/2025 between 10.00 a.m. to 5.00 p.m.

The sealed Tender Documents shall be opened at 10.00 a.m. on 10<sup>th</sup> May'2025 (Saturday) in the above said address and in the presence of all the participants of the Tender Document. The Trust reserves' the right to reject any or all tender(s) without assigning any reason(s) thereof.

Disputes if any or legal proceedings arising out of the Tender Notice/Document and process at any time of whole proceeding shall lie in court of law having jurisdiction in Mumbai jurisdiction only.

**THE MOGAVEERA VYAVASTHAPAKA MANDALI**

Sd/-

Hon General Secretary

## Tender Document Application Form (Non-Transferable)

To

The Hon General Secretary  
**THE MOGAVEERA VYAVASTHAPAKA MANDALI**  
Mogaveera Bhavan  
M.V.M Educational Campus Marg  
Andheri (West)  
Mumbai 400058

### **PART ONE - Applicant Details:**

|   |   |   |
|---|---|---|
| Name of the Bidder (Full Name in Capital)   | : |   |
| Permanent Address of the Bidder   | : |   |
| Correspondence Address of the Bidder  | : |   |
| Contact Numbers   | : |   |
| Email ID  | : |   |
| Website Address   | : |   |
| Title of the Company  | : |   |
| PAN Card No   | : |   |
| Aadhaar Card No   | : |   |
| E S I C Code Number   | : |   |
| EPF Code Number   | : |   |
| G S T Number  | : |   |
| Health Department Registration Number   | : |   |
| Labour Identification Number (LIN)  | : |   |
| Trade License No. (If any)  | : |   |
| Registration of Shop & Establishment No.  | : |   |
| Food and Drug administration, Food safety & standards Act, Registered License No.                         | : |   |
| Nature of Title of the Company  | : | Individual/Proprietary/Private Ltd Co/Ltd<br>Co/Trust/Foundation/Partnership Firm/Others. |
| Total Years of Experience in the Filed (Greater Mumbai/Raigad-Thane & Palghar Districts)                  | : |   |
| Past and Current locations and Units Where assignments carried out (May use a separate sheet and attach). | : |   |

**Past and present Nature of Contractual obligations Performed :**

- i) Managing Running of Auditorium.
- ii) Decoration.
- iii) Managing Sound System.
- iv) Providing Generator.
- v) Managing House Keeping.
- vi) Managing Valet Parking.
- vii) Managing Security Arrangement.
- viii) Others.

**Facilities available for bidding:**

| <b><u>Sr. No.</u></b> | <b><u>Facilities</u></b>  | <b><u>Area (Sq. Ft)</u><br/><u>Appx</u></b> |
|-----------------------|---|---|
| 1.                    | M. V. M's – Smt Shalini G. Shanker Convention Centre (First Floor)  | 9784 sq.ft                                  |
| 2.                    | M. V. M's – Smt Shalini G. Shanker Convention Centre (Second Floor) | 3248 sq ft                                  |
| 3.                    | Running Cafeteria (Ground Floor)                                    | 1348 sq ft                                  |
| 4.                    | Dining Hall (Ground Floor Stilt)                                    |   |
|                       |   |   |

**Facilities Usage Timings:**

| <b><u>Sr. No.</u></b> | <b><u>Place</u></b>                                  | <b><u>Time &amp; Sessions</u></b>  | <b><u>Floor</u></b> |
|-----------------------|--|--|---------------------|
| 1.                    | M. V. M's – Smt Shalini G. Shanker Convention Centre | Between 08.00 a.m. to 02.00p.m. (First Session), Between 04.00 p.m. to 10.00 p.m. (Second Session).  | First Floor         |
| 2.                    | M. V. M's – Smt Shalini G. Shanker Convention Centre | Between 08.00 a.m. to 02.00 p.m. (First Session), Between 04.00 p.m. to 10.00 p.m. (Second Session). | Second Floor        |
| 3.                    | Running Cafeteria                                    | Between 07.00 am to 08.00 p.m.   | Ground Floor        |
| 4.                    | Dining Hall  | Between 08.00 a.m. to 02.00 p.m. (First Session), Between 04.00 p.m. to 10.00 p.m. (Second Session). | Ground Floor Stilt  |

**Facility Usage Duration:**

- 1) All Saturday's, Sunday, Public Holiday's.
- 2) All Days during vacations (Summer, Ganesh Chaturthi, Deepawali and Christmas).
- 3) From 06.00 p.m. to 10.00 on all days.

Offer from the Bidder:

Non Refundable Deposit Fee of Rs 5000/-

It is discretion of the Trust/Management Committee of 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' to decide terms and conditions for betterment of all stakeholders and those conditional Tender Documents and or any other quires after submission of the Closed Tender Document shall not be entertained.

| Sr. No. : | Facility:  | Annual Value: |
|-----------|--|---------------|
| 1.        | M. V. M's – Smt Shalini G. Shanker Convention Centre (First Floor)       |               |
| 2.        | M. V. M's – Smt Shalini G. Shanker Convention Centre (Second Floor)      |               |
| 3.        | Running Cafeteria (Ground Floor)   |               |
| 4.        | Dining Hall (Ground Floor Stilt)   |               |
| 5.        | Enhancement for the next 12 months.                                      |               |
| 6.        | Enhancement for the last 12 months.                                      |               |
| 7.        | Interest Free Security Deposit.  |               |
| 8.        | Decoration Charges per event (as per verities available with the Bidder) |               |
| 9.        | Approximate Plate cost for the lunch/dinner (Veg & Non Veg).             |               |

#### **General terms & Conditions excluding Standard Clauses:**

- i) The contractor shall ensure to follow standardization of the communication address by the customer should always be as: M. V. M's – Smt Shalini G. Shanker Convention Centre, M.V.M Educational Campus Marg, Andheri (West), Mumbai 400058 (first or second floor as the case may be) and deviation if any shall be subject imposition of fine of Rs. 5000/- per event..
- ii) The contractor shall provide a copy of the invitation and/or any other communication sent out by the customer before the day of event.
- iii) The contractor shall designate a person or persons to coordinate with the Trust for resolution of routine issues and payment of rent on or before stipulated date.
- iv) The contractor and the Trust shall jointly take inspection of the facilities and sign a satisfactory statement of the condition of the facilities and the assets and equipments handed over to the contractor.
- v) The Contractor shall provide copies of all necessary documents such EPF, ESIC, PAN Card, Aadhaar Card, G S T Registration Certificate, Last 2 years ITR, Memorandum of Association And Articles of Association, Partnership Deed, Health Department License, Police Clearance Certification/ verification of workers, Supervisors and Managerial staffs (PCC by Maharashtra Police, Government of Maharashtra), Issuing ID cards to all payroll staffs for authentic Identification, Dress Code, Cancelled Cheque and other documents as may be required from time to time.
- vi) Police clearance certificate of staff will have to be submitted within 15 days of employee being in premises. If police clearance certificate is not obtained then the staff will have to be terminated. This will also be applicable for temporary/casual staff.
- vii) The contractor shall ensure that all his/her people deployed to carry out different events follow the decorum and decency and shall not engage with one another or with the Security personnel/employees of the Trust.
- viii) The contractor shall not keep any material inside the auditoriums. Staircase, Stilt area and/or any other open or closed area and deviation if any shall be subject to a fine of Rs. 10, 000/- per event.

- ix) The contractor shall be provided with separate electricity meters and the electricity charges for the units consumed shall be paid by the contractor save and except for the use of the facilities by the Trust where, the contractor is required to take the reading of the meter before and after the event in the presence of the Trust representative.
- x) The contractor and the Trust exchange a list of instruction constraining Do' & Don't's which should be handed over the customer for him/her to strictly follow and the contractor shall be responsible for the deviation if any.
- xi) The bidder should take all facilities and split offers shall not entertain.
- xii) The Drum beating, fire cracker and unusual noise pollution in the premise or inside the auditorium is strictly prohibited and deviation if any, a fine of Rs. 15,000/- per event imposed on the contractor.
- xiii) The contractor shall not be allowed to sub-contract wholly or partially any of the facilities without the express permission of the Trust.
- xiv) Payment of the rent and other payments to made to the Trust by or before of the 2<sup>nd</sup> of each month.
- xv) The reconciliation of records of the events undertaken should be done each month jointly by the nominated representatives of the contractor and Trust.
- xvi) The contractor shall be responsible for keeping the facilities clean, spic and span and that all waste material both wet and dry shall be removed from the premises by him/her soon after the each event and at no time the same shall be allowed to accumulate.
- xvii) The contractor shall not be preserved the outdated stock in the freeze like Chocolate bottle, Tomato Sauce, chatni, Rotten Vegetables, masala's etc.
- xviii) The contractor shall be regulating for their staffs to have wearing clean dress code, hang gloves and caps regularly for serving foods to any stakeholders.
- xix) The contractor shall be regulating to used clean and good quality of kitchen utensils, vegetables, bakery foods, dairy foods, Cooking Oil, Masala's in the canteen and used the good quality soap to clean canteen utensils.
- xx) The contractor shall be maintaining the relationship with all stakeholders and cooperative culture.
- xxi) The contractor shall be regulating for effluents and garbage's time to time and not uses any areas or location of institute for storing.
- xxii) The contractor shall be regulating for their outsider vehicles come in the campus for loading & unloading stocks and their identifications and submit their full details like vehicles numbers, vendors details etc
- xxiii) The contractor shall be regulating for do not the cigarette smoking, tobacco chewing in the campus at the any time or any functions or duty.
- xxiv) The contractor shall be maintain & regulating for hygiene, maintain clean vegetables, maintain cleanness in canteen and follow the Terms & conditions and policies govern by Governments, Any accreditation committees, University of Mumbai, time to time.
- xxv) The contractor shall not any booking for the event directly or indirectly concerned with the religious of any communities, cast, creed and colour and likewise he/she shall not take bookings of political related events without the express written permission of the Trust.
- xxvi) The participant in this Tender Document may remain present personally or through a authorized representative (should carry authority letter and photo identity) on 10<sup>th</sup> May'2025 at 10.00 a.m. in the address given above to witness opening of the sealed tenders and no separate invitation shall be extended for this purpose.

- xxvii) The contractor shall be regulating for that In case of electricity or generator failure or any unforeseen circumstances / natural calamities, the Management will not be responsible for any damages.
- xxviii) The contractor shall be regulating for their Customers should take care of their valuables and the Management will not be responsible for any loss or thefts.
- xxix) The contractor shall be regulating for any musical function or live orchestra, performance license is must. Music has to be stopped at 10.00pm as per statutory laws.
- xxx) The contractor shall be regulating for- No animals / pets are allowed in the premises.
- xxxi) The contractor shall be regulating for Fireworks / bursting of crackers are strictly prohibited in the premises.
- xxxii) The contractor shall be regulating for ensure that no child labour below 18 years is employed for any event.
- xxxiii) The contractor shall be regulating and provide the medical certificates for their all staffs
- xxxiv) The contractor shall be regulating and display MRP for any kind foods, cold drinks & vice versa as per Government rules and regulations and University of Mumbai time to time.
- xxxv) The Applicable law governing this Tender Document shall be the law of India and the courts of Mumbai shall have exclusive jurisdiction to try any dispute with respect to Tender Document.

For the Mogaveera Vyavasthapaka Mandali

Bidder

Hon General Secretary

Name:

Designation :

Company Seal:

Date:

Signature:

## **DECLARATION BY THE BIDDER**

*(To be downloaded, filled in, signed with seal, scanned and uploaded)*

I (signatory of this undertaking) \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ aged about \_\_\_\_\_ years, by faith  
\_\_\_\_\_ by occupation \_\_\_\_\_, residing at  
\_\_\_\_\_, do hereby solemnly affirm and declare as

follows:

I/We am/are a citizen(s) of India;

I/We have not been removed/ dismissed from service/employment earlier;

I/We have not been found guilty of misconduct in professional capacity;

I/We am not an undischarged insolvent;

I/We have not been convicted of an offence;

I/We have not concealed or suppressed any material information, facts and records and

I/We have made a complete and full disclosure.

I/We have not been delisted/debarred/blacklisted by any Govt. Ministry/ Department / PSU/

Autonomous Body/ Local Authority in connection with our business with them in any manner whatsoever, during last 5 years.

I/We \_\_\_\_\_ (Name of tenderer/bidder) having examined the Tender Document and fully understood its content including the General Information & instructions to Tenderers and evaluation criteria, hereby submit the Tender for allotment of 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' land msg. about ..... sq.mtrs. for plot No.....on "as is where is" basis through tender-cum-e-auction for the purpose as indicated in the format of this tender document.

I/We accept all the terms & conditions of the Tender Document.

I/We have deposited requisite Earnest Money and Tender Document Cost for the said tender as per procedure mentioned in Schedule of Tender.

I/We submitted copies of the required documents as mentioned in the Tender Document.

I/We have quoted the rate of annual rent not below the reserve annual rent mentioned in the Tender Document.

I/We have examined and have no reservations to the Tender Document issued by 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' thereon.

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt, fraudulent or coercive practices to influence the evaluation process of the tender.

I/we understand that 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time without any

liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.

I/We hereby undertake that we will abide by the decision of 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' in the matter of examination, evaluation and selection of successful bidder and shall refrain from challenging or questioning any decision taken by 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' in this regard.

I/We hereby undertake that in the event of furnishing any incomplete/ incorrect / false statement / scanned copy of any tampered document, the responsibility shall entirely lie with us and 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' shall have every authority to outright reject our bid with forfeiture of full amount of EMD without any opportunity of communication from our end and initiate further action, if deemed necessary by 'THE MOGAVEERA VYAVASTHAPAKA MANDALI' .

In the above undertaking, 'I' stands for the individual or the proprietor and 'We' stands for tenderers having other legal status.

Dated: .....  
Signature.....  
Name.....  
Address.....  
.....

Seal of the bidder:  
Signature of the bidder with office seal

Date:  
Witness: -  
Name Address Signature

Sl.  
No.