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भारतसरकार / GOVERNMENT OF INDIA
वित्तमंत्रालय / MINISTRY OF FINANCE
राजस्वविभाग / DEPARTMENT OF REVENUE

केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क उप आयुक्त का कार्यालय, गुम्मिदीपून्दी मंडल
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE,
GUMMIDIPOONDI DIVISION

चेन्नई - आउटर आयुक्तालय / CHENNAI - OUTER COMMISSIONERATE,

आर - 40, ए - 1, 100 फीट रोड, मोगप्पयर, चेन्नई - 37

R-40, A-1, 100 FEET ROAD, MOGAPPAIR, CHENNAI - 37

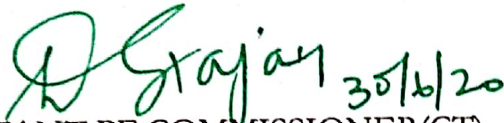
C. No. 1/4/2/2020-Admn/PRO

Date: 30.06.2020


TENDER NO.04/2020

**NOTICE INVITING ONLINE E-TENDER FOR PROVIDING ELECTRICAL,
PLUMBING AND EXTERNAL MAINTANANCE SERVICES**

The Mogappair Building, R-40, A-1 TNHB Complex, Mogappair (E) Chennai – 600037, occupied by the Offices of the CGST & Central Excise & Regional Provident Fund Organization, invites online e-tenders from reputed, registered persons/firms/companies engaged in the business of Housekeeping and for providing External Maintenance at the above location for the period from 01.08.2020 to 31.03.2021. The tender document can be downloaded from the website <http://eprocure.gov.in> and www.centralexcisechennai.gov.in. The last date for receipt of e-tenders in online portal through <http://eprocure.gov.in> is 21.07.2020 till 16.00Hrs. In no case, manual tenders will be accepted or entertained.

 30/6/20

ASSISTANT PF COMMISSIONER(CT)
Employees Provident Fund Organization
RO, AMBATTUR
CHENNAI – 37

 30/06
ASSISTANT COMMISSIONER
CGST & CENTRAL EXCISE
GUMMIDIPOONDI DIVISION
CHENNAI - 37

Copy submitted to:-

1. The Commissioner of CGST & Central Excise, Chennai OUTER/NORTH/ SOUTH COMMISSIONERATE, COMMISSIONER OF CGST & CENTRAL EXCISE , AUDIT I / AUDIT II COMMISSIONERATE, CHENNAI (PRO Section & Notice Board) with a request to give wide publicity
2. The Regional Provident Fund Commissioner, EPFO, Chennai
3. The Superintendent of CGST & Central Excise (Computer Section), Chennai Outer Commissionerate to publish in the official website

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Fax : 26350012



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वित्तमंत्रालय / MINISTRY OF FINANCE
राजस्वविभाग / DEPARTMENT OF REVENUE

केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क उप आयुक्त का कार्यालय, गुम्मिडीपून्डी मंडल
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE,
GUMMIDIPOONDI DIVISION

चेन्नई - आउटर आयुक्तालय / CHENNAI - OUTER COMMISSIONERATE,

आर - 40, ए - 1, 100 फीट रोड, मोगप्पयर, चेन्नई - 37

R-40, A-1, 100 FEET ROAD, MOGAPPAIR, CHENNAI - 37

C. No. I/4/2/2020-Admn/PRO

Date: 30.06.2020

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR ELECTRICAL, PLUMBING AND EXTERNAL MAINTANANCE SERVICES

Online e-tenders are invited for and on behalf of the Offices of the CGST and Central Excise & Employees Provident Fund, towards "Outsourcing of External Maintenance" in the offices at Mogappair Building, R-40, A-1 TNHB Complex, Mogappair (E) Chennai – 600037, for the period of eight months from 01.08.2020 to 31.03.2021. The details of work specifications, terms & conditions are outlined in the Annexures to this e-tender as under:

Area:

Sl. No.	Name of the Office	Location	Common area in (Sq.Ft)	Covered /Uncovered parking in (Sq.ft)
1.	O/o The Assistant Commissioner of GST & CX, Gummidipoondi Division, Chennai Outer	R-40 A, A-1, 100 Feet Road, Mogappair, Chennai 37	770	810
Grand Total for External Maintenance in respect of Housekeeping Services			1580 Sq. Ft	

- (a) Annexure-I : Application Form
(b) Annexure-II : Scope of Work
(c) Annexure-III : Prequalification criteria for firm
(d) Annexure-IV : Format of Technical Bid
(e) Annexure-V : Terms & Conditions
(f) Annexure-VI : Enclosure to Price Bid
(g) Annexure-VII : Undertaking.
(h) BOQ : Price Bid.

2. The Tender enquiry documents will be available on official website <http://centralexcisechennai.gov.in> and on <http://eprocure.gov.in> from 30.06.2020.

3. Mode of Tendering:- Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Assistant Commissioner of CGST & Central Excise, Gummidipoondi division, Chennai Outer Commissionerate, R-40, A-1, TNHB Complex, Mogappair, Chennai-600 037 with words "Bid for Outsourcing of Electrical, Plumbing and External Maintenance for the offices at Mogappair complex for eight months from 01.08.2020 to 31.03.2021". The bids are invited in a two-bid system (Technical and Financial) from reputed service providers and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. Earnest Money deposit of Rs 10,000/- should be submitted by the bidders in the form of Demand Draft drawn in favour of "The Pay and Accounts Officer, Central Excise, Chennai 34" and payable at Chennai. The bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) must reach by hand or through registered post to the address at Assistant Commissioner of CGST & Central Excise, Gummidipoondi division, Chennai Outer Commissionerate, R-40, A-1 TNHB Complex, Mogappair, Chennai-600 037 on or before the scheduled closing of the e-tender. The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of successful bidder will be returned on furnishing performance guarantee as detailed below:-

5. **Performance Guarantee:** The Successful bidder has to submit an amount equal to 10% of the annual contract value, as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank /Demand Draft / Banker's cheque of a schedule bank drawn in favour of The Assistant Commissioner, CGST & Central Excise, Gummidipoondi division** within one month of awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest after completion of the contract period.

6. **The tenderer shall sign and stamp with Digital Signature Certificate on each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and to upload the same along with the qualifying bid.** The tenderer would fill the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. If there is a discrepancy between words and figures, the amount in words shall prevail. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

7. **The tenderer shall quote their rates for the service to be provided in Indian Rupees** (in both words and figures) which should include deduction towards PF, ESI, Pension and Bonus, other statutory taxes and fees etc, but excluding the GST component and the same would not be payable over and above the rates thus quoted.
8. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.
9. The tender forms shall be rejected if it is not complete in any aspect.
10. The tender documents are not transferable.
11. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
12. The short listed tenders along with the documents will be submitted to the '**Competent authority**' and upon approval by the '**Competent authority**', the successful bidder will be intimated about the award of contract to them.
13. Late submission of tenders and EMD shall not be accepted.
14. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".
15. If the bidder quotes 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered
16. The Bidder shall get clarified on any doubt/query regarding the specification and scope of work from The Assistant Commissioner, CGST & Central Excise, Gummidipoondi division, R-40/A1, TNHB Complex, Mogappair (E), Chennai 600 037 on any working day between 11:00 am to 5:00 pm before 14.07.2020. The bidder should fulfill prequalification/eligibility criteria & conditions of the tender and should submit all documents attested by the authorized person along with the bid.
17. The Technical Bid Uploaded will be evaluated based on the details uploaded under Technical Bid/Cover I in the prescribed formats to ascertain whether the bidders qualify. After evaluation of technical bid, all bidders will get information regarding their eligibility/qualification on website. Thereafter a system generated mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal. The Cover II (Financial Bid) of only those firms who technically qualify under Cover I will be decrypted and opened online.

18. Last date and time for submission of Bid/Tender is : 20.07.2020 upto 16:00 hrs.
Opening of Bids : Technical Bid : 21.07.2020 at 17.00 hrs
19. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

For further details, (i) Shri. G. Raja Jegadeesan, Assistant Commissioner of GST & Central Excise, Gummidipoondi Division, Chennai Outer Commissionerate may be contacted at 044-26350022 (ii) Shri. P. S. Mahadevan, Superintendent of GST & Central Excise. PRO Unit, Gummidipoondi Division, Chennai Outer Commissionerate may be contacted at 044-26350018.

NOTE: The Department reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

R. Rajan 30/6/20

ASSISTANT PF COMMISSIONER(CT)
Employees Provident Fund Organization
RO, AMBATTUR
CHENNAI - 37

[Signature] 30/06
ASSISTANT COMMISSIONER/
CGST & CENTRAL EXCISE
GUMMIDIPOONDI DIVISION
CHENNAI - 37

Copy to:-

Copy submitted to:-

1. The Commissioner of CGST & Central Excise, Chennai OUTER/NORTH/SOUTH COMMISSIONERATE, COMMISSIONER OF CGST & CENTRAL EXCISE , AUDIT I / AUDIT II COMMISSIONERATE, CHENNAI (PRO Section & Notice Board) with a request to give wide publicity
2. The Regional Provident fund Commissioner, EPFO, Chennai
3. The Superintendent of CGST & Central Excise (Computer Section), Chennai Outer Commissionerate to publish in the official website

ANNEXURE-I

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY, ELECTRICAL, PLUMBING AND
EXTERNAL MAINTENANCE IN THE OFFICES AT MOGAPPAIR, TNHB
COMPLEX, FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

APPLICATION FORM

FROM :

Date:

To,
The Assistant Commissioner of CGST & Central Excise
Gummidipoondi Division, Chennai Outer Commissionerate
R-40/A1, TNHB Complex, Mogappair (E), Chennai 600 037

Sir,

Subject : E-Tender for "Outsourcing of and External Maintenance
in the offices at Mogappair TNHB Complex for one year from
01.08.2020 to 31.03.2021"- Reg.

Ref : (1) Your office e-tender Notice No Dated

(2) EMD-DD No Dated for Rs

I/We have also examined the requisite specifications and my/our offer is to provide
the required services in accordance with the specified scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in complete).

Yours faithfully,

(Signature and stamp of the Tenderer)
Legal status (Prop/Partnership/Registered Company etc).

ANNEXURE-II

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF SECURITY, ELECTRICAL, PLUMBING AND EXTERNAL MAINTENANCE IN THE OFFICES AT MOGAPPAIR TNHB COMPLEX FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

SCOPE OF WORK

I. EXTERNAL MAINTANANCE:

The contractor is required to provide for the cleaning and upkeep of all the staircases of the building and cleaning and upkeep of external areas, approach roads in the complex, and inclusive of maintenance of the greeneries of the building, electrical upkeep and plumbing and maintenance of water motor services etc. The optimum number of persons required for the maintenance work shall be decided by the contractor for satisfactory performance. The contractor has to deploy persons on all days excluding Sundays and public holidays and in general shift during the day time. It may be noted that at present 4 persons (1 Electrician, 1 Plumber and 2 Casual Laborer) are engaged for the said services.

ANNEXURE-III

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF ELECTRICAL, PLUMBING AND EXTERNAL MAINTENANCE IN THE OFFICES AT THE MOGAPPAIR TNHB COMPLEX FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

ELIGIBILITY CRITERIA: CONDITIONS TO BE SATISFIED IN THE QUALIFYING/TECHNICAL BID DOCUMENT

1. The Bidder should have minimum three years of experience in providing housekeeping services to various organizations; and should have completed at least two such works with a single Annual Contract Value of Rs.10 lakh or above in the similar activities, in the last three years.
2. The bidder must have ESI Registration and EPF Registration, registered before 01-Apr-2013. The bidder must also have their GST Registration.
3. The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961.
4. The evidence for filing of Income Tax Returns along with Profit and Loss Account and Balance Sheet for past three financial years 2016-17, 2017-18 & 2018-19 should be enclosed along with the qualifying bid.
5. The bidder must have an Annual Average Turnover of not less than of Rs.20 Lakh during the last three financial years 2017-18, 2018-19 & 2019-20 certified by a Chartered Accountant.
6. **The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2020.**
7. The bidder must produce a Solvency Certificate from his banker for an amount not less than **AMOUNT OF THE CONTRACT FOR THE PERIOD FROM 01.08.2020 to 31.03.2021**
8. The bidder should ensure that the total number of persons to be engaged should be commensurate with the nature/type of work and the total area involved.

ANNEXURE-IV

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF ELECTRICAL, PLUMBING AND EXTERNAL
MAINTENANCE IN THE OFFICES AT THE MOGAPPAIR TNHB COMPLEX
FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

QUALIFYING/TECHNICAL BID DOCUMENT:-

1. Name of the party :
2. Address (With Tel No., Fax No.) :
3. Name & Address of the proprietor/
Partners/Directors (With Mobile No.) :
4. Contact person(s) (with mobile number) :
5. No. of years of experience in providing
Security/Housekeeping Services (enclose proof such as
Performance Reports from clients or TDS copies) :
6. Average Annual Turnovers
(Last 3 years ended 31.3.2019)
Certified by a Chartered Accountant :
7. Permanent Account Number (PAN)
(The evidence for filing of IT returns along with 2016 – 2017
Profit and Loss Account & Balance Sheet 2017 – 2018
for the last three financial years to be 2018 – 2019
enclosed) :
8. Details of ESI & EPF Registration along with
evidences (Registered Before 01.Apr – 2013) :
9. Details of the GST Registration along
with evidence :
10. Details of EMD :
11. Solvency Certificate issued by the Bankers :

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted and will not qualify to have any dealing with the Department in future.

(Signature of Authorized signatory with Name and date)

ANNEXURE-V

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF ELECTRICAL, PLUMBING AND EXTERNAL
MAINTENANCE IN THE OFFICES AT THE MOGAPPAIR TNHB COMPLEX
FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

GENERAL TERMS AND CONDITIONS:

1. The personnel employed for cleaning of the building premises, Electrician and Plumber should work on all days except Sundays and National holidays.
2. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English too.
3. If a particular person is absent on any day, a suitable substitute should be deployed in his/her place.
4. The personnel should attend to work punctually. The personnel will perform all the duties enumerated in the contract for such services and as specified by the department from time to time.
5. The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under the **Minimum Wages Act for Central Government offices** and any breach of this condition will render it liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The Contractor should ensure payment of increase in DA as and when announced by the Govt. The Service Provider should also maintain Pay Roll containing the above details. Also, the pay roll should be submitted with the monthly invoice every month.
6. If the bidder quotes 'NIL' charges/ consideration, the bid shall be treated as unresponsive and the bid will not be considered
7. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
8. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment or short payment of wages. The employees engaged by the Contractor will be under the employment of the Contractor only and not of the CO-OWNERS' OF THE MOGAPPAIR TNHB COMPLEX.
9. Mode of payment will be monthly and payments to the Contractor will be made through ECS only within a month from the date of submission of bill provided that there is no dispute in respect of rates, quantity and quality of work. Tax shall be deducted at source as per the prevailing Income Tax Act, 1961 from the monthly bills. The payment will be made individually by the Co-owners' according to their proportionate share in the office complex. GST TDS will be deducted as applicable.

10. The MOGAPPAIR THNB complex is owned by two co-owners and their names and proportion of their shares are given below

1.	The Central Excise	63 %
2.	Employees Provident Fund Organization	37 %

11. The Contractor shall indemnify and shall keep this office indemnified against any acts of commission and omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the maintenance personnel shall be charged to the Contractor and recovered from their dues/bills.
12. This office reserves the right to terminate the services of the Contractor at anytime without giving any notice whatsoever.
13. All existing statutory regulations (both the State & the Central Governments) shall be adhered to and complied with by the Contractor and all records maintained thereof should be available for scrutiny by the Committee or its representative. The Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor. Failure on the part of the Contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
14. The contract will be in force for a period of eight months from 01.08.2020 to 31.03.2021 and No escalation of price whatsoever would be allowed during the pendency / currency of the contract.
15. If at any point of time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced / abandoned, the payment / value of this job order shall be reduced on pro-rata basis by this office and would be binding on the Contractor (Service provider).
16. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Garbage bins, hose pipes, cleaning machinery etc., as required to clean the MOGAPPAIR TNHB complex external premises will be **supplied by the Contractor.**
17. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.
18. The dismantled debris excavated surplus earth and waste if any, arising during execution of work, shall be carted away immediately, irrespective of the lead and lift

involved, to a place without causing hindrance to the occupants. The Contractor shall be required to strictly comply with these requirements without giving any scope/room for urging or follow up from this office.

19. The Accepting Authority reserves the rights to operate or not to operate or partly operate any item mentioned in the schedule.
20. The Contractor will have to execute an agreement with the Accepting Authority, covering all aspects of the contract in the format prescribed immediately before commencement of work.
21. While carrying out the work, extreme care should be taken to ensure the safety of the people engaged by the contractor for the work, and the men/staff working with other offices/contractors. Contractor shall take necessary precautions and make all necessary arrangements in this regard.
22. The Contractor shall clear the site in all respects and remove all materials after completing the work.
23. The Contractor shall comply with all the provisions of The Employee's State Insurance Act, The Workman Compensation Act and arrange for employee's liability insurance etc and any other insurance/registrations required under law and regulations. In addition, the Contractor shall also cover his tools, tackles & equipment, sub contractors' staff and workmen under suitable insurance. Further to the above, the Contractor shall also cover third party risk by Insurance.
24. The Contractor will abide by all rules, regulations & statutes imposed by the Government or any other concerned authorities. He will be responsible for work man's compensations and other requirements for housing or any other amenities and site facilities, such as water and power required by the Contractor's crew and shall provide the same to them.
25. Payments will be made on a monthly basis by the CGST Department and the Regional Commissioner, EPF Organization independently in the ratio of 63:37. Separate bills in duplicate indicating the proportionate amount payable by each department shall be submitted to both the Departments.
26. Complaints register for registering complaints regarding Electrical and Plumbing repairs shall be maintained and it should be ensured that work is attended to without delay.
27. Attendance register for workers should be maintained at work spot. This will be verified periodically by the caretaker of EPFO and /or by the Officer nominated by the GST & Central Excise Department. Payments will be made only on actual basis, based on the attendance register.
28. The Supervisor should report daily to the caretaker of EPFO and /or by the Officer nominated the Central Excise Department and also report to them regarding the compliance of the works attended to.

We agree to the above terms and conditions.

Signature with Date _____
Name of the Firm _____
Seal _____

ANNEXURE-VI (Enclosure to the Financial Bid)

(Note : The financial bid is to be submitted in BOQ format only and supported by this enclosure to financial Bid)

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF ELECTRICAL, PLUMBING AND EXTERNAL MAINTENANCE IN THE OFFICES AT THE MOGAPPAIR TNHB COMPLEX FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

Enclosure to the FINANCIAL BID

1. Name of the party :
2. Address (With Tel No., Fax No.) :
3. Name & Address of the proprietor / Partners / Directors (With Mobile No.):

Rates quoted shall be as per statutory requirement

AMOUNT IN RUPEES

<u>DESCRIPTION</u>	<u>Electrician</u>	<u>Plumber</u>	<u>House keeping</u>
BASIC PAY (per person)			
Variable DA			
Gross Daily Wages			
ESI @ 3.25 %			
EPF @ 13 %			
Pension Fund ___ %			
Bonus			
Other statutory tax (if any)			
Sub-total			
Contractor's Service Charges __ %			
Grand Total of daily wage per person			
Number of days in month	<u>26</u>	<u>26</u>	<u>26</u>
Amount per month per person			
GST (CGST & SGST / IGST)			
Gross Amount per month per person			

“Certified that the above quoted rate complies with The Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are inclusive of all the taxes (Service Tax or any other tax) payable to the Government.

(Signature of Bidder/Authorized signatory
with Name and date and office seal)

ANNEXURE-VII

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF ELECTRICAL, PLUMBING AND EXTERNAL
MAINTENANCE IN THE OFFICES AT THE MOGAPPAIR TNHB COMPLEX
FOR EIGHT MONTHS FROM 01.08.2020 TO 31.03.2021.

UNDERTAKING BY THE BIDDER

I/We undertake that my firm M/S
.....has not been blacklisted by any Govt.
Department/Public Sector Undertaking/Autonomous Body.

2. I Son / Daughter / Wife
of Shri..... Proprietor /Partner /Director
/authorized signatory of M/s is
competent to sign this declaration and execute this tender document:

3. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them:

4. The information/documents furnished along with the above application are true and
correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that
furnishing of any false information /fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law;

5. I/We understand that in case any deviation is found in the above statement at any
stage, our concern/firm/co. shall be blacklisted and shall not have any dealing with the
Department in future.

Date :

Signature of the authorized Signatory of the firm/
Company/Organization Office Stamp /Seal

Place :

Annexure-VIII

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should

save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid
- 10) Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.