	Phone No: 044-24330066 Fax No: 044-24336285 email: chsouth-infra@gov.in
<p style="text-align: center;"> मालऔरसेवाकरएवंकेन्द्रीयउत्पादशुल्कआयुक्तकाकार्यालय  <b>OFFICE OF THE COMMISSIONER OF GST &amp; CENTRAL EXCISE</b>  चेन्नईदक्षिणआयुक्तालय / CHENNAI SOUTH COMMISSIONERATE  692, एम.एच.यू.काम्प्लेक्स, नन्दनम, चेन्नै - 600035  <b>692, M.H.U. COMPLEX, NANDANAM, CHENNAI- 600035</b> </p>		

GEXCOM/HOR/INFR/58/2021-ADMN-O/o COMM-R-CGST-CHENNAI(S)

Dt. 15 11.2021

### TENDER DOCUMENT

Online e-tenders are invited by the Office of the Commissioner of GST & Central Excise, CHENNAI SOUTH COMMISSIONERATE, MHU COMPLEX, NANDANAM, CHENNAI-600 035 for **setting up of Taxpayer Facilitation Centre at I floor, 692, M.H.U. Complex, Chennai South Commissionerate, Chennai-600 035** as per the work specifications, terms & conditions as under:

- |                  |                                      |
|------------------|--------------------------------------|
| (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  | : Undertaking.                       |
| (g) BOQ          | : Price Bid.                         |

The Tender enquiry documents will be available on official website <http://centralexcisechennai.gov.in> and on <http://eprocure.gov.in> from 16.11.2021. 17.00hrs

3. **Mode of Tendering**:- Interested bidders having minimum 5 years of work experience in executing similar works, 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](http://www.eprocure.gov.in) The Tender should be addressed to the **Joint Commissioner of GST & Central Excise, Chennai-South Commissionerate, No. 692, MHU Complex, 3th floor, Nandanam, Chennai-600 035** with words "SETTING UP OF TAX PAYER FACILITATION CENTRE" 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 Bid.

4. **Earnest Money deposit of Rs.50,000/- (Rupees Fifty thousand only)** should be submitted by the bidders in the form of **Demand Draft/Banker's Cheque** drawn in favour of **"The Commissioner of CGST & Central Excise, Chennai South"** 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, the Joint Commissioner of GST & Central Excise, 3rd floor, Chennai-South Commissionerate, No. 692, MHU Complex, Nandanam, Chennai-600 035 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. Central/State Government and Central/State Government Undertakings, firms registered with National Small Industries Corporation (NSIC), Ministry of Micro Small and Medium Enterprises (MSME) are exempted from deposit of Earnest Money. 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 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 Commissioner of GST & Central Excise, Chennai-South"** for an amount of 2% of the awarded contract value before the start of the execution of works and the same would be released to the contractor after three months from the date of completion of works and the same would be forfeited if the quality of work is not found to be satisfactory during such period of three months.

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. Annexures shall also have to be signed by the bidder or his/her authorized signatory.

7. The prospective bidders shall quote bid amounts for the complete works under this tender and no part bids are accepted and the lowest bidders would be awarded the contract. The tenderer shall quote their rates for the service to be provided in Indian Rupees (in both words and figures ) which should include statutory taxes (including GST) and fees etc, and the same would not be payable over and above the rates thus quoted.

8. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders at the MHU Complex, Nandanam, Chennai-35. The financial bids of technically qualified bidders only shall be opened in the presence of the Tender Committee Members and the bidders. The Bidders, can remain present, if they so wish.

9. If the Bidder has any doubt/query regarding the specification and scope of work or to visit site, they may contact Assistant Commissioner (Infrastructure), Chennai-South Commissionerate, No. 692, MHU Complex, 1st floor, Nandanam, Chennai-600 035 on any working day between 11:00 am to 5:00 pm before the scheduled close of tenders. 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 online.

10. 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.

11. The tender forms shall be rejected if it is not complete in any aspect or unsigned and or submitted after the due date. Bids submitted through any other means other than online shall be summarily rejected. The tender documents are not transferable. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstances 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 for 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. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself as "Tenders received without EMD".

14. **TIME SCHEDULE FOR TENDER**

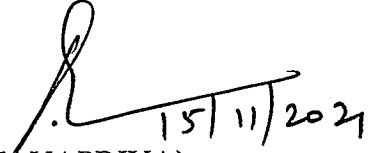
Tender e-publish	16 .11.2021 17.00 hrs
Last date and time for submission of Bid/Tender is	22.11.2021 up to 11:00 hrs.
Opening of Technical Bid	23.11.2021 at 11:00 hrs
Opening of Financial Bid	23.11.2021 at 16:00 hrs

15. 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.

16. The Bid documents may be scanned with 100 dpi in black and white option and the same only shall be uploaded.

17. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.

18. Intending bidders are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

  
15/11/2021

(D. JAYAPRIYA)  
JOINT COMMISSIONER  
CHENNAI SOUTH COMMISSIONERATE

Copy to:-

1. The Superintendent of Central Excise (Computer Section), Chennai South Commissionerate to publish in the official website
2. Notice Board Chennai South Commissionerate

**ANNEXURE-I**

**APPLICATION FORM**

**Date:**

FROM :

To,  
The Joint Commissioner of GST& Central Excise,  
Chennai-South Commissionerate,  
No.692, MHU Complex, Nandanam, Chennai-600 035.

Madam,

Subject: E-Tender for the Renovation work of GST Seva Kendra Premises- 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, (including GST) duties, transportation, etc (in complete).

Yours faithfully,

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

## ANNEXURE-II

### SCOPE OF WORK:

The work should be completed within 14 days from the date of award of contract.

Detailed requirement is provided in the BOQ and the rates are to be filled in BOQ.

Sl No.	ITEM DESCRIPTION	QUAN TITY	UNITS
1	<b>LAYING OF TILES:</b> Laying of 2x 2 vitrified tiles of reputed manufacturers after redoing the floor with cement and river sand	780	square feet
2	<b>FALSE CEILING:</b> False ceiling with 2x2 grid tiles with heavy duty GI section	780	square feet
3	<b>WOODEN WALL PANELLING:</b> Wooden wall panelling 2x2 aluminium section at 2 ft interval covered with 12 mm water proof plywood and laminated with one mm laminate pasted with white paste	558	square feet
4	<b>LED LIGHTS:</b> Supply and fixing of 2x 2 LED light panel of 48 watts white colour	7	Nos.
5	<b>ROLLER BLINDS:</b> Supply and fixing of Roller blinds with fittings	100	square feet
6	<b>GLASS PARTITION :</b> Glass partition of size 26x9 ft made of 12 mm toughen glass with all the fixtures and having one door of size 7x3 ft with floor spring, handle and locking arrangement	260	square feet
7	<b>WOODEN PARTITION:</b> Wooden partition made of 2x2 aluminium section at 2 ft interval covered with 18 mm water proof plywood on both side and laminated with one mm laminate on both side pasted with white paste having 3 nos 35 mm thick solid wooden doors with locking arrangement and door closers and wooden cut out for fixing glass	380	square feet
8	<b>ELECTRICAL, TELEPHONE AND DATA WORK WITH SUITABLE WIRING, CABLES, WITH SUITABLE FIXTURES</b>		
	Wiring for light/fan point with 1.5 sq m.m FRLS PVC insulated copper conductor single core cable as earth wire in existing surface/ recessed steel/ PVC conduit including dismantling as required	8	Points
	Supplying and drawing 3x 1.5 sq mm size of FRLS PVC insulated copper conductor single core cable in the existing surface/ recessed steel/ PVC conduit/CMS as required	300	mts
	Supplying and drawing 6x 1.5 sq mm size of FRLS PVC insulated copper conductor single core cable in the existing surface/ recessed steel/ PVC conduit/CMS as required	80	mts
	Supplying and drawing 3x 4 sq mm size of FRLS PVC insulated copper conductor single core cable in the existing surface/ recessed steel/ PVC conduit/CMS as required	180	mts
	Supplying and drawing 6x4 sq mm size of FRLS PVC insulated copper conductor single core cable in the existing surface/ recessed steel/ PVC conduit/CMS as required	80	mts
	Supplying and drawing 25 mm size of medium class PVC conduit along with accessories in surface /recess including cutting the wall and making good the same in case of recessed conduit as required	180	mts

Supplying and drawing 1 run of cable of UTP 4 pair CAT 6 LAN cable in the existing surface/ recessed steel/ PVC conduit/CMS as required	200	mts
Supplying and fixing of PVC cable management trunking of size 105 10mmx 50 mm with cover on surface as required	5	Nos.
Supplying and fixing of Wire/ cable retaining clip for 105 x 50 mm PVC cable management system as required	5	Nos.
Supplying and fixing 15/16 Amp one way switch, modular plate & switch box including connections etc. as required	2	Nos.
Supplying and fixing 5/6 Amp 3 pin Anchor socket,, modular plate & switch box including connections etc. as required	2	Nos.
Supplying and fixing Telephone socket outlet on existing modular plate & switch box including connections but excluding modulat plate etc. as required.	2	Nos.
Supplying and fixing RJ 45 internet socket outlet on existing modular plate & switch box including connections but excluding modulat plate etc. as required.	2	Nos.
Supplying and fixing of 6 module plate with 2 nos 15 Amp switch with 2 nos 15 Amp 3 pin international socket for Raw power and similar one set of 6 modular plate with 2 nos 15Amp switch with 2 nos 15 Amps international socket for UPS power	4	Nos.
Supplying and fixing suitable size of GI box with modular plate and cover in from on surface or in recess including providing and fixing 3 pin 25 Amp modular socket outlet with 25 Amp plug top and 32 Amp modular DP switch, connection, painting etc. as required (For AC connection, switch & socket to be fixed separately in different location as per the directions.)	4	Nos.
Supply, installation, testing and commissioning of optical type smoke detectors as required	4	Nos.
Supply, installation, testing and commissioning of Response indicators above and below the false ceiling as required	4	Nos.
Supplying and fixing 63 Amps rating, four pole 415 volts isolator in the existing MCB DB complete with connections, testing and commissioning etc. as required	1	Nos.
Supplying and fixing 63 Amps rating, four pole (three phase and neutral) 415 volts, Residual current circuit breaker having a sensitivity current upto 300 mill amps in the existing MCB DB complete with connections, testing and commissioning etc. as required	1	Nos.
Supplying and fixing 5 Amps to 32 Amps rating, 240/ 415 volts, 'C' series miniature single pole circuit breaker suitable foer inductive load of the following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required	6	Nos.

## ANNEXURE-III

### ELIGIBILITY CRITERIA:

#### CONDITIONS TO BE SATISFIED IN THE QUALIFYING/TECHNICAL BID DOCUMENT

1. The Bidder should have minimum five years of experience in similar type of works to various organizations.
2. They should have undertaken similar work (the work as mentioned under the scope of work) for Central / State Govt. and should have completed successfully at least two such works costing not less than Rs.25 Lakhs each. Work completion certificates to be enclosed to the quotation, as proof.
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 2017-18, 2018-19 and 2019-20 should be enclosed along with the qualifying bid.
5. The bidder must have an Annual Average Turnover of not less than of Rs.50 lakhs in each of the last three financial years ending 31.03.2021 certified by a Chartered Accountant.
6. The bidder must have obtained GST registration number.
7. The tenderer should not have been black listed by Govt. Department and/or convicted by a Court of Law [ Declaration to this effect to be uploaded along with bid document].



**ANNEXURE-IV**

**QUALIFYING/TECHNICAL BID DOCUMENT:-**

1	Name of the Bidder	
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	Permanent Account Number (PAN) (enclose self attested copy of proof)	
6	Enclose the evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years 2017-18, 2018-19 and 2019-20	
7	Details of the Goods & Service Tax Registration (enclose self attested copy of proof)	
8	No. of years of experience in providing similar works	
9	Whether the Bidder has undertaken minimum two similar projects for Central/ State government costing not less than 25 lakhs each (enclose proof such as completion certificate)	
10	Whether the bidder is having Annual Turnovers of minimum of Rs. 50 lakhs in each of the last three financial years ending 31.03.2021 ( Enclose the Audited Annual accounts/income Tax Returns as proof)	
11	Whether blacklisted by any Central / state Government or Central/State Government undertakings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in the format enclosed- Annexure VI	

**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

### GENERAL TERMS AND CONDITIONS:

1. The contractor shall complete the renovation work within a time frame of 14 days.
2. The time shall be essence of this contract. and entire work as titled above is to be completed in all respects within in the stipulated time period of 14 days from the date of issue of award of contract. Liquidated damages will be charged @ 2.5% per completed week or part thereof for delay subject to maximum of 10% of the value of the work order.
3. Any delay due to reasons beyond control of the contractor, this office may grant suitable time extension for which the contractor has to request along with the justification/ reasons well in advance to the competent authority for approval without any prejudice to price escalation. The decision of the competent authority regarding Time extension will be final and binding on the contractor.
4. The personnel deployed for execution of works should be well experienced and trained adequately and of sound health.. They should be provided with proper equipment and safety gear. 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 in the offices. Contractor shall take necessary precautions and make all necessary arrangements in this regard.
5. The personnel engaged by the Contractor will be in the employment of the Contractor only and not of the GST & CENTRAL EXCISE, CHENNAI SOUTH COMMISSIONERATE, MHU COMPLEX, NANDANAM, CHENNAI-600 035.The contractor is responsible for payment of any amounts to the personnel deployed for work at site and this office holds no responsibility for any additional liabilities.
6. The payment will be made through Cheque/ECS only after the completion of the work and 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, 1961and GST Acts,2017 from the bill and no advance payment will be made against this contract
7. 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 personnel engaged by the contractor shall be charged to the Contractor and recovered from their dues/bills.
8. This office reserves the right to terminate the services of the Contractor at any time without giving any notice whatsoever.

9. This office reserves the right to change the quantity and specifications of the items in the work order as per actual requirement which may vary depending upon various factors.
10. All existing statutory regulations (both the State & the Central Governments) shall be adhered to and complied with by the Contractor.
11. The price quoted by the contractor will be final and No escalation of price whatsoever would be allowed .
12. 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
13. All the materials supplied by the contractor shall be of the best quality.
14. **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 of THE ARBITRATION AND CONCILIATION ACT, 1996 and is subjected to Chennai jurisdiction only.**
15. The 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.
16. The Contractor shall clear the site in all respects and remove all materials after completion of work.
17. The department shall also not be responsible or liable for any theft, loss, damage or destruction of any property of the contractor lying in the premises by their employees from any cause whatsoever.

I/We agree to the above terms and conditions.

Signature with Date \_\_\_\_\_  
Name of the Firm \_\_\_\_\_  
Seal \_\_\_\_\_

**ANNEXURE-VI**

**UNDERTAKING BY THE BIDDER**

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

That I/we have neither been convicted nor any cognizance has been taken against by any Court of Law till date.

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 :