

कार्यालय सहायक आयुक्त, केन्द्रीय वस्तु एवं सेवाकर संभाग-जी,
OFFICE OF THE ASSISTANT COMMISSIONER CENTRAL GOODS & SERVICE TAX DIVISION-G,
सेक्टर-सी, तोदी नगर, सांवाली रोड, सीकर 332001
SECTOR-C, TODI NAGAR, SANWALI ROAD, SIKAR- 332 001
Tel.No. 01572-274257/274259 (Fax No). 01572-274280

F.NO. I-16(01)ADMN/SKR/2020/

Dated : 16.06.2020

हाउस कीपिंग कार्य हेतु ई-निविदा सूचना

(E-TENDER NOTICE FOR HOUSE-KEEPING WORK)

भारत के राष्ट्रपति महोदय की ओर से वित्तीय वर्ष 2020-21 के लिए केन्द्रीय वस्तु एवं सेवाकर संभाग-जी, सीकर कार्यालय एवं अधीनस्थ रेन्ज कार्यालयों(यथा-सीकर व झुंझुनू) में साफ-सफाई, धुलाई, डस्टिंग एवं अन्य विविध हाउसकीपिंग के कार्यों को (वार्षिक अनुबंध के आधार पर) करवाने हेतु अनुभवी इच्छुक एवं पंजीकृत सेवा प्रदाताओं/ठेकेदारों से ई-निविदा **Online e-procurement** द्वारा आमन्त्रित की जाती है

उक्त सेवा कार्य हेतु निविदा संबंधी समस्त विवरण यथा- निविदा संबंधी नियम व शर्तें, निविदा प्रारूप, निविदा प्रस्तुत करने व निविदा खोलने की तिथि आदि पूर्ण विवरण Central Public Procurement Portal(CPPP) website <https://eprocure.gov.in/eprocure/app>, <http://eprocure.gov.in/epublish/app> and विभागीय वेबसाइट www.cgstjaipur.gov.in से डाउनलोड किये जा सकते हैं।



(सुरेश चौधरी)

सहायक आयुक्त

प्रतिलिपि:-

1. अधीक्षक(कम्प्युटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर को विभागीय वेब साईट www.cgstjaipur.gov.in पर अपलोड करवाने हेतु प्रेषित है।
2. नोटिस बोर्ड पर चस्पा हेतु।

(अ) कार्यालय का पूर्ण पता, क्षेत्रफल आदि का विवरण

भारत के राष्ट्रपति महोदय की ओर से वित्तीय वर्ष माह जुलाई, 2020 से मार्च, 2021 के लिए केन्द्रीय वस्तु एवं सेवाकर सभाग-जी, सीकर कार्यालय एवं अधीनस्थ रेन्ज कार्यालयों (यथा-सीकर व झुंझुनू) में कमरों, हॉल, शौचालयों, सीढियों बरामदों/गैलेरियों, कार्यालय परिसर, वाहन पार्किंग, पेड़-पौधों में पानी व साफ-सफाई एवं कार्यालय में पानी भरने व साफ-सफाई इत्यादि के हाउसकीपिंग कार्यों हेतु वार्षिक अनुबंध के आधार पर अकुषल श्रमिक उपलब्ध करवाने के लिए पंजीकृत सेवाप्रदाताओं/ठेकेदारों से Online e-procurement द्वारा निविदाएं आमंत्रित की जाती हैं। कार्यालय का पूर्ण पता व अनुमानित क्षेत्रफल निम्न प्रकार है:-

| क्र.सं. | कार्यालय का नाम व पता | अनुमानित कुल निर्मित क्षेत्र | अनुमानित कुल रिक्त क्षेत्र |
|---------|---|------------------------------|----------------------------|
| 1 | कार्यालय सहायक आयुक्त, केन्द्रीय वस्तु एवं सेवाकर सभाग-जी, सेक्टर-सी, तोदी नगर, सांवली रोड़, सीकर 332001 OFFICE OF THE ASSISTANT COMMISSIONER CENTRAL GOODS & SERVICE TAX DIVISION-G, SECTOR-C, TODI NAGAR, SANWALI ROAD, SIKAR- 332 001 | 11236 Appx. | 21926 Appx. |
| 2. | कार्यालय अधीक्षक, केन्द्रीय वस्तु एवं सेवाकर रेन्ज-31, सेक्टर-सी, तोदी नगर, सांवली रोड़, सीकर 332001 OFFICE OF THE SUPERIDENDENT, CENTRAL GOODS & SERVICE TAX RANGE-XXXI, SECTOR-C, TODI NAGAR, SANWALI ROAD, SIKAR- 332 001 | 5471 Appx. | ----- |
| 3 | कार्यालय अधीक्षक, केन्द्रीय वस्तु एवं सेवाकर रेन्ज-32, सेक्टर-सी, तोदी नगर, सांवली रोड़, सीकर 332001 OFFICE OF THE SUPERIDENDENT, CENTRAL GOODS & SERVICE TAX RANGE-XXXII, SECTOR-C, TODI NAGAR, SANWALI ROAD, SIKAR- 332 001 | | |
| 4 | कार्यालय अधीक्षक, केन्द्रीय वस्तु एवं सेवाकर रेन्ज-33, सेक्टर-सी, तोदी नगर, सांवली रोड़, सीकर 332001 OFFICE OF THE SUPERIDENDENT, CENTRAL GOODS & SERVICE TAX RANGE-XXXIII, SECTOR-C, TODI NAGAR, SANWALI ROAD, SIKAR- 332 001 | | |
| 5 | कार्यालय अधीक्षक, केन्द्रीय वस्तु एवं सेवाकर रेन्ज-34, प्रथम तल, एसपी-3, औद्योगिक क्षेत्र, रीको फेज-1, झुंझुनू(राज.) OFFICE OF THE SUPERIDENDENT, CENTRAL GOODS & SERVICE TAX RANGE-XXXIV, FIRST FLOOR, SP-3, COMMERCIAL AREA, RIICO PHASE-I, JHUNJHUNU (RAJ.) | 2196 Appx. | 504.1739 Appx. |
| 6 | कार्यालय अधीक्षक, केन्द्रीय वस्तु एवं सेवाकर रेन्ज-35, प्रथम तल, एसपी-3, औद्योगिक क्षेत्र, रीको फेज-1, झुंझुनू(राज.) OFFICE OF THE SUPERIDENDENT, CENTRAL GOODS & SERVICE TAX RANGE-XXXV, GROUND FLLOR, SP-3, COMMERCIAL AREA, RIICO PHASE-I, JHUNJHUNU (RAJ.) | 2196 Appx. | 504.1739 Appx. |

Note : As per the Ministry of Labour and Employment's Notifications for determining the rate of Minimum wages per day.

(ब) निविदा प्रक्रिया-

निविदा दो भागों में स्वीकार की जाएगी-(1) तकनीकी निविदा एवं (2) वित्तीय निविदा (पद तब तक श्वतउंज)। तकनीकी निविदा के लिए अनुलग्नक 'च' में व वित्तीय निविदा के लिए अनुलग्नक 'ख' एवं निविदा स्वीकृति पत्र (अनुलग्नक 'ग') में निर्धारित प्रपत्र पूर्ण करके अलग-अलग संलग्न करना होगा।

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and <http://centralexcisejaipur.nic.in> on from 19.06.2020.

3. **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the CPP Portal Helpdesk..

4. Service Providers have to follow the “**terms and conditions**” provided in Annexure-I, Scope of work as provided in Annexure-VI and “Requirements of Bidder for Online Bid Submission” i.e. **Technical/Financial Bids**” provided in the Annexure-II & Annexure-III for online submission of bids and submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender shall be submitted online in two parts viz. **technical bid and financial bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter

5. **Earnest Money Deposit (EMD)** or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee, from any of the Nationalized/Commercial Banks in India, drawn in favour of The Administrative Officer (DDO), Central Goods & Service Tax Division-G, Sikar. The Hard Copy of original documents in respect of Earnest Money, must be produced, on or before Technical bid opening date/time as mentioned in critical date sheet. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

6. The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal).

7. A Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned

8. The Critical Dates for the Tender ID no. I-16(01)ADMN/SKR/2020 dated 16.06.2020 for bid Submission and processing are as under:

| Publishing Data | |
|---|--|
| Document Download/Sale Start Date | 18 June, 2020 (10:00 Hrs) |
| Seek Clarification Start Date | 19 June, 2020 (10:20 Hrs) |
| Seek Clarification End Date | ---- |
| Bid Submission Start Date | 19 June, 2020 (10:30 Hrs) |
| Bid Submission Closing Date | 9 th July, 2020 (15:00 Hrs) |
| Technical Bid Opening Date | 10 th July, 2020 (15:30 Hrs) |
| Financial Bid Opening date (Those bidders who have qualified in the Technical Bids) | Will be intimated to Technically qualified firms |

9. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

10. Not more than one tender shall be submitted by one contractor 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 for rejection.

11. 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.



(Suresh Choudhary)

Assistant Commissioner

Central Goods & Service Tax Division-G,
Sikar.

GENERAL TERMS AND CONDITIONS

I. Terms and Conditions are as under:-

- i. The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant labour laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; the firm must be registered with the Labour Commissioner, for providing the required number of labourers, and should also possess valid PAN number, GST Registration (if applicable), ESI, EPF registration as applicable.
- ii. For the aforesaid work, the Service Provider shall quote rate per Square feet per month which should be inclusive of wages as per Minimum Wages Act Central/State, EPF, ESI, & levies, service charges, if any, etc. but exclusive of GST, along with no. of persons to be deployed for the work . The prevailing rate of basic wages as per the location of the offices may be quoted.
- iii. The deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable by the department over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- iv. The Sweeping & Cleaning services should be provided on all days from 08.00 am to 04.00 pm (including lunch-break of half hour) except Saturday, Sundays & Gazetted Holidays .
- v. The personnel employed should attend to work punctually and complete the cleaning work of the entire office premises before 09.30 am daily. The personnel will perform all the duties assigned by the Service Provider and as specified by the Department from time to time.
- vi. The successful bidder will be required to give letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- vii. The Service Provider shall deploy only those personnel whose antecedents have been verified by the Police.
- viii. All the workers deployed at both the locations shall be in proper uniform with ID cards displayed prominently on their person, which shall be provided by the Service Provider. This office shall not provide any accommodation/food/uniform to the housekeeping attendants.
- ix. The Contractor's authorized representative carrying valid ID cards shall only be allowed to enter this office. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any guests/outsideers etc.
- x. The Service Provider shall arrange necessary Insurance cover for all the persons deployed by him.

- xi. This Office shall not entertain any claim arising out of mishap, etc, if any, that may take place while discharging the duties by the personnel(s) provided by the Service Provider. In the event of any liability/ claim falling on this Commissionerate, the same shall be reimbursed/ indemnified by the Service Provider.
- xii. The workers engaged by the Service Provider for the said work will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- xiii. The Contractor shall be fully responsible for theft, burglary, loss, breakage or fire etc. or any mischievous deeds by his staff.
- xiv. The Contractor should not indulge in employing child labour.
- xv. The Service Provider who is awarded the work by the Department is not permitted to Subcontract the subject work.
- xvi. The Cleaning material will be supplied by the department.
- xvii. There should not be overloading of work on personnel deployed.
- xviii. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
- xix. The personnel will report to the officer in charge assigned by the department i.e. caretaker/PRO/Estate Officer. If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
- xx. The service provider shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
- xxi. The Service provider shall pay wages to the labourers engaged by them for the work as per Minimum Wages Act, fixed by Central Government, as amended from time to time. Any anticipated increase in the wages must be factored in the rates being quoted. The department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.
- xxii. All deductions towards PF, ESI etc must be factored in the rates being quoted per sq. ft. per month basis.
- xxiii. Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the ~~TDS and billings with the TDS certificate to that~~

xxiv. The Service Provider shall indemnify and keep indemnified this office against any acts of omission or commission from the personnel engaged for work and this office shall not be liable to pay any damages or compensation to such person or to third party. All such damages caused by the housekeeping personnel shall be charged to the Service Provider and recovered from its dues/ bills.

xxv. The bidders who intend to bid and intend to visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so from 19th June, 2020 to 08th July, 2020 during the office hours i.e. 09.30 hrs to 18.00 hrs. The name of contact persons are as under: -

1. Shri Devendra Kumar, Administrative Officer
2. Shri Sanwar Mal Punia, LDC

xxvi. The contract can be terminated by the department without assigning any reason at any time. The Service provider shall not terminate the contract without giving proper notice of at least two months.

xxvii. Online Bidding should be done within stipulated date and time.

Note :- If any cases are pending in respect of Service Tax/GST/ESI/PF and other departmental against the service provider, they are not entitled for the said contract.

xxvii. **TERMS OF PAYMENT**

- a) The contractor will submit the monthly bill in duplicate for reimbursement alongwith certificate of work completion by the officer in charge. The bill will be paid after making recovery/TDS deduction etc., if any.
- b) The contractor shall make regular and full payment to its personnel / labourers as per the law and furnish necessary proof in this regard as and when required by the department.
- c) In case of any complaint of non-fulfilment of any obligation under contract executed between the Service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well termination of the contract.

xxviii. **PENALTIES**

- a) The Contractor will attract a penalty of an amount of Rs. 200/- (Rs. Two Hundred Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.
- b) The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.

- c) In the event of failure in maintaining the housekeeping services on any day up to desired standard, in part or full, the contractor is liable to penalty @ Rs. 500/- (Rs. Five Hundred Only) per day, which shall be recovered from the bills or otherwise.

xxix. **Security Deposit/Performance Security:** On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized/Commercial Banks in India, equal to 10% value of the Contract in favour of The Administrative Officer (DDO), Central Goods & Service Tax Division-G, Sikar. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit/ Performance Guarantee will be refunded without any interest only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

xxx. The Bidder should clarify any doubt/query regarding the specification from Administrative Officer Central Goods & Service Tax Division-G, Sikar, on any working day between 9:30 am to 6:00 pm before 08.07.2020.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

| | | |
|----|---|--|
| 1 | Name of the Registered Firm / Company | |
| 2 | Status of ownership Proprietary /Partnership / Company | |
| 3 | Address of the Firm / Company (with Tel. no./ Fax no. and Email) | |
| 4 | Name & Address of the Proprietor / Partners / Director with mobile numbers | |
| 5 | Contact Person (s) (with mobile number) | |
| 6 | Details of EMD of Rs. 10,000/- | |
| 7 | PAN No. of the firm as allocated by the Income Tax Department | |
| 8 | GST Registration Number, if applicable | |
| 9 | Details of registration with E.S.I & Provident Fund | |
| 10 | Annual turnover for 3 years | |
| 11 | No. of persons to be deployed for contract (location wise for Sl.No. 1 to 6) | |
| 12 | Licence No. obtained from Labour Commissioner | |
| 13 | List of present clients along with proof of Job order certificate. | |

DECLARATION

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

(Signature of Authorized Signatory with date)

The following documents are to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

- i) Signed and Scanned copy of proof for payment of Earnest Money Deposit
- ii) Signed and Scanned copy Certificates like PAN No, GST Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned copy of Labour Licence obtained from Labour Commissioner.
- vi) Signed and Scanned copy of Balance Sheets of last 3 financial years.
- vii) List of present clients along with proof of Job order certificate.
- viii) Signed and Scanned Copy of **Technical Bid Format**.

PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_Housekeeping.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,
The Assistant Commissioner,
Central Goods & Service Tax Division-G,
Sikar.

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes except GST.

Yours faithfully

**Signature of
Authorized Representative**

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.

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

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

4 . The information / documents furnished alongwith 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, my/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/
Place: Company/Organization
Office Stamp/Seal:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Assistant Commissioner
Central Goods & Service Tax Division-G,
Sector-C, Todi Nagar,
Sanwali Road, Sikar-332001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

SCOPE OF WORK

1. The scope of work for housekeeping of office buildings is as under:-

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby, Stair-cases, corridors, passages etc.
- (ii) Collection of all sweeping garbage and waste materials and their effective disposal.
- (iii) Cleaning of toilets, urinals, W/C along with attached water tanks and washbasins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and as further required.
- (iv) Shifting of furniture, files and other office equipments whenever required.
- (v) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer tables/chairs and electronic gadgets like computers, telephones, fax machines, photo copier machines, sofa sets, fans etc.
- (vi) Cleaning and wiping of wooden Formica, glass surfaces, window sills, frames, plant pots and removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
- (vii) Services such as serving of drinking water/ refreshments etc. during Conferences/ meetings, Seminars and visit of assesses to headquarters. Cleaning of open area within the office campus and in front of the main gate.in case of emergency.
- (viii) Maintaining the name boards (Brass and plastic) of all the officers/sections, notice boards and all such other display boards that require regular cleaning and polishing.

2. Miscellaneous Conditions:

- i) Sweeping, cleaning, dusting etc. shall be completed before 9:30 a.m. everyday.
- ii) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen sent to this office for performing Housekeeping services.
- iii) The Contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
- iv) The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, very rarely, work may be required on Sundays also.
- v) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
- vi) Materials, consumables required for housekeeping and maintenance of toilet/bathroom shall be provided by the department.

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 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 openers 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 summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) 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.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

| Sl. | Item Description | Yes/No | Bid Reference |
|------------|---|---------------|----------------------|
| 1 | Earnest Money Enclosed | | |
| 2 | Tender Acceptance Letter | | |
| 3 | Letter of authorization to submit bid. | | |
| 4 | An undertaking that the agency has not been blacklisted | | |
| 5 | Financial/Price Bid Undertaking | | |