



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE
CHENNAI-I COMMISSIONERATE
No. 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034**

NOTICE INVITING e-TENDER FOR PROVIDING 'HOUSEKEEPING SERVICES'

The office of the Principal Commissioner of Central Excise, Chennai-I Commissionerate, Chennai-34 invites e-tender quotations from reputed Parties engaged in the business of providing housekeeping services, for outsourcing the services of housekeeping for an area of 180796 Sq. ft. at various locations of Chennai-I Commissionerate for the period from 01.04.2017 to 31.03.2018.

1. Document Download:

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

TIME SCHEDULE OF TENDER

S.No	Particulars	Date	Time
1	Tender e-publish date	02.03.2017	17:00 Hrs
2	Document download start date	02.03.2017	18:00 Hrs
3	Document download last date	17.03.2017	18:00 Hrs
4	Start date for seeking clarification (on-line)	03.03.2017	10:00 Hrs
5	Last date for seeking clarification (on-line)	14.03.2017	17:00 Hrs
6	Date of uploading response to clarifications sought	16.03.2017	15:00 Hrs
7	Bid submission start date	03.03.2017	10:00 Hrs
8	Bid submission last date	23.03.2017	18:00 Hrs
9	Tender opening date (Technical)	27.03.2017	11:00 Hrs

2. Bid Submission:

- i. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure VI for online submission of bids.
- ii. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. 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.

4. 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 from doing business with this Office.

5. Intending tenderers 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.

6. The rates shall be quoted in Indian Rupees only.

7. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.

8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

9. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

**SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE
'HKC':**

The House Keeping Service provider to be engaged is herein referred to as 'HKC'. (HKC for short).

The persons provided for getting the work done are collectively referred herein as 'STAFF'.

- a. Daily sweeping and wet mopping of the entire area including the area in front of the Lift in all floors.
- b. Furniture like tables, chairs, visitors chairs, sofas, Almirahs, etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be cleaned and dust removal has to be done daily. The doors, windows, partitions including the particleboard, glass and aluminum channels in the entire office should be cleaned daily.
- c. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., thrice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- d. Vacuum cleaning the systems room and all computers in the office and sofa sets twice a week.
- e. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- f. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- g. Maintenance and upkeep of the entire office premises.
- h. Shifting of furniture and other equipments and files whenever required.
- i. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor repairs whenever required.
- j. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily.
- k. All name boards, wall panels paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.
- l. Care should be taken, that the gadgets are not tampered with during the cleaning operation.

WEEKLY SERVICES (Saturdays)

- a) Removal of cobwebs in the corridors and lavatories.
- b) Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
- c) Thorough washing, rubbing and cleaning of corridors using Scrubber machine. Scrubber machine to be provided by the 'HKC'.

II. TERMS AND CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:

1. Bidder should have **minimum three years of experience** in providing housekeeping services to various organization; and should have completed at least two such works with an **Annual Contract Value of Rs.25 lacs** in the similar activity, in the last three years ended 31.03.2016.
2. The bidder should have experience in providing similar housekeeping services at any two sites measuring not less than **1, 00,000 sq. ft. each**.
3. The bidder must have **ESI Registration, EPF Registration**, registered before **01.04.2012**. The bidder must also have **Service Tax** Registration.
4. The bidder must have obtained Permanent Account Number (**PAN**) under Income Tax Act, 1961.
5. Availability of proof for filing **Income Tax Returns** for the past three financial years 2013-14, 2014-15 & 2015-16 should be **submitted/mentioned** along with the qualifying bid (Annexure-I). The evidence for filing of returns along with **Profit and Loss** Account and **Balance Sheet** for past three financial years 2013-14, 2014-15 & 2015-16 should be enclosed along with the Financial bid (Annexure – II).

6. The bidder must have an Annual Average **Turnover** of not less than **Rs.50** lacs during the past three financial years 2013-14, 2014-15 & 2015-16 certified by a Chartered Accountant.
7. The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2016.
8. The bidder must produce a **current solvency certificate** from his banker for an amount not less than **Rs.50 lacs**.
9. Within one month from the date of awarding the contract the successful bidder shall obtain a license under the Contract Labour (R & A) Act, from the licensing authority.
10. The total no. of staff to be provided by the 'HKC' location wise should be indicated in the "Qualifying Bid" (Annexure -I) by the 'HKC'.

CONDITIONS TO BE SATISFIED IN THE FINANCIAL BID

The 'Qualifying Bids' will be processed first. The 'Financial Bid' of bidders who fulfill the terms and conditions specified for 'Qualifying Bids' will alone be considered for further process.

WORKING TERMS AND CONDITIONS:

1. The persons employed should work on all days except Sundays and National holidays.
2. The working hours will be from 08.30 a.m. to 04.30 p.m. daily.
3. A skeleton staff would be required beyond 04.30 pm on all working days to cater for emergency services, for which 4 persons can be employed between 08.30 a.m. to 12.30 p.m and from 04.30 p.m. to 07.00 p.m.
4. 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 also.
5. If a particular person is absent on any day another person should be deployed in his/her place.
6. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 a.m. daily. The personnel will perform all the duties assigned to the 'HKC' and as specified by the department from time to time.
7. The personnel will report to the Officer-in-charge assigned by the Department i.e. PRO.

8. The 'HKC' should deploy one full time Supervisor with mobile phone who shall report to the P.R.O. daily. The Supervisor shall also make one weekly trip to Divisional Offices located at Mogappair/Teynampet to supervise the cleaning activities.
9. In case of emergency and residual situations the 'HKC' has to make the personnel available to cater for emergency services & urgent works entrusted by this office as and when need arises.
10. The 'HKC' should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by O/o. The Chief Labour Commissioner (Central) any breach of this condition will be 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 'HKC' every month as per the existing rules and copies of paid cash challans should be submitted every month to this office.
11. The 'HKC' is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
12. The 'HKC' should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of Central Excise Department.
13. Mode of payment will be monthly and payments to the Housekeeping 'HKC' will be through Account Payee Cheques only or direct bank transfer as applicable under the Rule. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.
14. The 'HKC' shall indemnify and shall keep this office indemnified against Acts of 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 third party. All damages caused by the housekeeping personnel shall be charged to the 'HKC' and recovered from its dues/bills.
15. This office reserves the right to terminate the services of the Housekeeping 'HKC' at anytime without giving any notice whatsoever.
16. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Housekeeping 'HKC' and all records maintained thereof should be available for scrutiny by this office. The Housekeeping 'HKC' shall strictly comply with the terms and conditions of the agreement, which

will be executed with the successful 'HKC'. Failure by the 'HKC' to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

17. The contract will be in force from 01.04.2017 to 31.03.2018. This office reserves the right to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.

18. The Service provider should specify the materials to be supplied for the house keeping services. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet Cleaner, Floor cleaner, Toilet fresheners, urinal cakes, cleaning powder, phenyl, Hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, Water Wipers, Dust bins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, glass cleaner etc., as required to execute the above jobs will be supplied by this office (Service Receiver).

19. No escalation of price whatsoever would be allowed during the pendency / currency of the contract except in the increase in minimum wages, if there has been increase in wages by the Statutory authority empowered to do so. The increase has to be intimated immediately to this office by the service Provider.

20. If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/ abandoned, or if the number of persons employed by the supplier is reduced from the stipulated number for any period, the payment / value of this job order shall be reduced on pro-rata basis by this office and would be binding on the 'HKC' (Service provider).

21. The 'HKC' (Service provider) shall submit the bill for every month by the 1st day of next month along with the statement showing the area cleaned, mopped, etc., certified by the respective Administrative Officers/caretakers/PRO. No interim bills will be entertained. Payment will be made through Cheque or direct bank transfer as applicable under the Rules within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officers. The payment is subject to TDS applicable under the Income Tax Act, 1961.

22. 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.

I. TENDER PROCESS:

1. Tenders are invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid.

2 The tender form for Qualifying bid in pro-forma prescribed in Annexure - I and the tender form for the financial bid in pro-forma prescribed in Annexure -II complete in all aspects shall be uploaded /submitted on CPPP site. The Qualifying Bids will be opened on **27.03.2017 at 11.00 a.m.** in the presence of bidders at the **Principal Commissioner of Central Excise, Chennai - I Commissionerate Office, Chennai-34**. The date and time of opening of “Financial Bid” will be intimated to the eligible bidders after opening the “Qualifying Bids”. Absence of the bidders shall not annul the above process and the bids would be processed with the remarks “Bidders Absent”.

3. Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** per application in the form of Demand Draft / Bankers cheque of scheduled Bank drawn in favour of **“The Principal Commissioner of Central Excise, Chennai-I Commissionerate, Chennai-34”** shall be submitted to PRO, Chennai-I Commissionerate on the previous day of the bid opening date. Qualifying bids without Earnest Money Deposit will be rejected. 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 Annexure – I & II 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 selected bidder will be returned on furnishing performance guarantee as detailed below.

4. Performance Guarantee: The Successful bidder has to submit **Rs 2,00,000/- (Rupees Two Lakh only)** as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank / Demand Draft / Bankers cheque of a scheduled bank drawn in favour of “The Principal Commissioner of Central Excise, Chennai - I, Chennai - 34”** before awarding contract. The performance guarantee along with earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.

5. The tenderer shall sign and stamp 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 herein and submit the same along with the

qualifying bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. The tender documents are not transferable.

6. **The bidders shall quote their rates for the service to be provided as “RATE PER Sq.Foot PER MONTH” (in both words and figures)** which should include deduction towards PF, ESI, BONUS etc. and the same would not be payable over and above the rates thus quoted.

7. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

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. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. The short listed tender along with the documents will be submitted to the “**Competent authority**” and upon approval by the “**Competent authority**” the successful bidders will be intimated about the award of contract to them.

Submission of Tender

- i. **The tender shall be submitted online in Two parts, viz., technical bid and Financial bid.**
- ii. 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.
- iii. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office.
- iv. This office reserves the rights to seek any document in original in respect of I.T Return/PF/ESI/Experience etc. For verification at any

stage of tender process.

- v. After evaluation of bid, all bidders will get the information regarding their eligibility/ pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal.
- vi. The Financial bid of the successful bidders (i.e qualified in Technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time by the bid openers. The bidder will get information regarding the status of their financial bid and ranking of bidder on website.

Technical Bid

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and Scanned copy Certificates like Registration certificate, PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Registration.
- ii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iii) 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.
- iv) Signed and Scanned Copy of **Technical data sheet**

FINANCIAL BID

- (a) Financial bid document in the form of BOQ_XXXX .xls
- (b) Enclosure to financial bid in pdf

Sd/- 28/02/2017
(T. R. GAJALAKSHMI)
ADDITIONAL COMMISSIONER
CHENNAI – I COMMISSIONERATE

ANNEXURE - I
TO NOTICE INVITING TENDER FOR PROVIDING
HOUSE KEEPING SERVICES

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 Housekeeping Services (enclose proof such as Performance Reports from clients (or) TDS copies)	
6.	Average Annual Turnovers (last 3 years ended 31.3.2016), Certified by Chartered account	
7.	Permanent Account Number (PAN) (The Evidence for filing of IT returns along with profit and Loss Account & Balance Sheet for the last three financial years to be enclosed) 2013-14, 2014-15, 2015-16	

8. Total no of persons to be engaged by the contractor for providing the service(Location - wise) in the following locations:

S. No	Name of the Office	Location	Building Area (Covered area in Sq.Ft)	External Area Uncovered area in Sq.Ft)	Total Area in Sq.Ft
1.	O/o Principal Commissioner of Central Excise, Main Building	26/1,Nungambakkam High Road, Chennai-34(Entire main building and ground + four floors of Annexe Building)	75,065	44,132	1,19,197
2	O/o Principal Commissioner of Central Excise, Main Building	26/1,Nungambakkam High Road, Chennai-34 Rear area of Main Building.	-	12567	12567
3.	O/o Dy.Commissioner of Central Excise, 'A' Division	459 (Old No.317), Anna Salai,Teynampet, Chennai-18 (Ground Floor & 3 rd Floor)	10,079	4436	14515
4.	O/o Dy.Commissioner of Central Excise, 'B' Division	459 (Old No.317), Anna Salai,Teynampet, Chennai-18 (2 nd Floor & Part of 1st Floor)	7496	4435	11931
5.	O/o Asst.Commissioner of Central Excise, 'C' Division	459 (Old No.317), Anna Salai,Teynampet, Chennai-18 (1st Floor)	2499	500	2999

6.	O/o.Suptd of Central Excise, Poonamallee I, II & III ranges	No.40 Trunk Road, Poonamallee Road, Chennai 56.	2300	500	2800
7	O/o.Suptd of Central Excise, Tiruvallur I & II ranges	Sri Lakshmi Nilayam, No.46, Valluvar Street, Perikuppam Village, Tiruvallur 602001	2000	500	2500
8	O/o Dputy Commissioner of Central Excise, 'D' Division	R-40, A-1, 100 Feet Road, Mogappair East, Chennai 37.	2170	1390	3560
9	O/o.Suptd of Central Excise, Gummipoondi I, II, III & IV ranges	No.11/18A, Balakrishnapuram, Bye pass Road, Gummidipoondi 600201.	3213	714	3927
10	O/o. Asst.Commissioner of Central Excise, 'E' Division	R-40, A-1, 100 Feet Road, Mogappair East, Chennai 37.	3692	1390	5082
11	O/o.Suptd of Central Excise, Ponneri I & II Ranges	Supriya Nivas, No.30, R.S.Road, Ponneri 601204	1218	500	1718
12		Total	109732	71064	180796
9.	Details of ESI & EPF Registration along with Evidence (Registered Before 01st Apr 2012)			:	
10.	Details of Service Tax Registration along with evidence			:	
11.	Details of EMD			:	
12.	Solvency Certificate issued by Bankers			:	

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, Service Tax 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.

ANNEXURE II
ENCLOSURE TO FINANCIAL BID

Minimum Wage per person as prescribed by Govt.			
1	Name of the service provider	:	
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	Rate of wages for Housekeepers		
a	Basic Wage per day	:	Rs.
b	Variable DA per day	:	Rs.
c	Total Wage per day (a+b)	:	Rs.
d	Wages for 26 days per person		Rs.
	Add: Statutory Contributions		
e	EPF	:	Rs.
f	Pension Fund	:	Rs.
g	ESI	:	Rs.
h	Bonus	:	Rs.
	Add: Contractor's Service Charges		
i	Gross Wages per person for 26 days (d+e+f+g+h)		Rs.
j	Service provider's service charges per person	:	Rs.
k	Total Wages per person for 26 days (i+j)	:	Rs.
l	Rate per Sq. ft. per month as Quoted in BoQ	:	Rs.
<p>I hereby certify that 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.</p> <p>The relevant rules and regulations as notified by the Government for Outsourcing of Housekeeping services from time to time would be complied.</p>			
(Signature of Authorized Signatory with Date)			

ANNEXURE-III
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 Principal Commissioner,

Central Excise,

Chennai-I Commissionerate,

Chennai.

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, inclusive of all applicable taxes except Service Tax.

Yours faithfully

Signature of
Authorized Representative

ANNEXURE-IV
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:

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

Date:

To,
The Principal Commissioner,
Central Excise,
Chennai-I Commissionerate,
26/1, Mahatma Gandhi Road, Nungambakkam,
Chennai - 600034

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 the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization 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)

Annexure-VI

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.