



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

C. No. IV/16/10/2018-PRO

dated: -03-2018

**TENDER NO.10/2018  
NOTICE INVITING e-TENDER FOR PROCUREMENT, INSTALLATION AND  
COMMISSIONING OF ALL-IN-ONE PRINTERS, UPS INVERTERS AND ADVANCED  
COLOUR PRINTERS  
FOR GST & CX CHENNAI NORTH COMMISSIONERATE, CHENNAI -34.**

E-Tender / Bids are invited from reputed Bidders / Agencies for "Procurement, Installation and Commissioning of All-in-One Printers, UPS Inverters and Advanced Colour Printers at the O/o The Principal Commissioner of GST & CX Chennai North Commissionerate, 26/1, Mahatma Gandhi Road, Chennai-34.

**1. Document Download:**

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app>, [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) or [www.cbec.gov.in](http://www.cbec.gov.in) as per the schedule 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	05-03-2018	13:30 Hrs
2	Document download start date	05-03-2018	13:30 Hrs
3	Start date for seeking clarification (on-line)	05-03-2018	17:00 Hrs
4	Last date for seeking clarification (on-line)	15-03-2018	17:00 Hrs
5	Bid submission start date	05-03-2018	17:00 Hrs
6	Bid submission last date	19-03-2018	11:00 Hrs
7	Tender opening date (Technical)	20-03-2018	11:00 Hrs

**2. Bid Submission:**

i. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Tenderer/Bidder 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 Bidder or Bidders 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> 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 (including GST), 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.

For further details G. A. Harshanand, Assistant Commissioner (Prev.) may be contacted at 044-28335011.

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

### Annexure-I Terms & Conditions

#### General Rules and Directions for the Guidance of the Bidder (Section I),

##### 1.0 Scope of Tender

1.1 The Principal Commissioner, GST & CX Chennai North, (hereinafter referred to as the Buyer), invites e-tenders/Bids for "Procurement, Installation and Commissioning All-in-One Printers, UPS Inverters and Advanced Colour Printers" for Office of the Principal Commissioner of GST and Central Excise, Chennai North Commissionerate at 26/1, Mahatma Gandhi Road, Chennai-34. " as defined in the tender documents from manufacturer and authorized dealers (hereinafter referred to as "Bidders").

1.2 Supply, installation, commissioning & testing of All-in-One Printers, UPS Inverters and Advanced Colour Printers for the Office of the Principal Commissioner of GST and Central Excise, Chennai North Commissionerate with one year warranty and maintenance from the date of commissioning.

2.1 Installation of All-in-One Printers, UPS Inverters and Advanced Colour Printers at the Office of the Principal Commissioner of GST and Central Excise, Chennai North Commissionerate. The All-in-One Printers, UPS Inverters and Advanced Colour Printers for the office consists of 108 No.s All-in-One Printers, 80 No.s UPS Inverters , 17 No.s Advanced Colour Printers and all other accessories required for satisfactory working of the system.

##### 3.0 Technical Specifications of All-in-One Printers, UPS Inverters and Advanced Colour Printers.

3.1 Recommended Technical Specifications for All-in-One Printers, UPS Inverters and Advanced Colour Printers are enclosed at configuration given in table below

S No	DESCRIPTION	SPECIFICATION	MAKE	QTY
1	All-in-One Printers	<ul style="list-style-type: none"> <li>• <b>Functions:</b> Print, copy, scan, fax</li> <li>• <b>Control panel:</b> 2-line LCD text display; Buttons (OK, Back, Forward/Backward, Cancel, Number of Copy, Darker/Lighter, Copy Menu , Start Copy, Main Setup, Redial, Alphanumeric Keypad, Start Fax); 2 light-emitting diode (LED) indicator lights (Ready, Attention)</li> <li>• <b>Print &amp; Copy</b> Print technology Laser Print speed: <b>Black (A4, normal):</b> Up to 28 ppm; <b>Black (A4, duplex):</b> Up to 18 ipm First page out: <b>Black (A4, ready):</b> As fast as 6.6 sec; <b>Black (A4, sleep):</b> As fast as 6.8 sec Monthly duty cycle Up to 30,000 pages (A4) Printer smart software features : Instant-on Technology, Auto-On/Auto-Off Technology, Jet Intelligence cartridges, Duplex printing Standard print languages : PCL5c; PCL6; PS; PCLmS; PDF; URF; PWG Fonts and typefaces 84 scalable TrueType fonts Print area : <b>Print margins:</b> Top: 4 mm, Bottom: 4 mm, Left: 4 mm, Right: 4 mm; <b>Maximum print area:</b> 206 x 348 mm Duplex printing Automatic (standard) Copy speed <b>Black (A4):</b> Up to 28 cpm Copier specifications : Number of Copies; Lighter/Darker; Optimize; Paper; Multi-Page Copy; Collation; Draft Mode; <b>Maximum number of copies:</b> Up to 99 copies; <b>Copy Resolution</b> 600 x 600 dpi; <b>Reduce/Enlarge:</b> 25 to 400%</li> <li>• <b>Scan:</b> Speed : Up to 12 ppm Scan file format : JPG, RAW (BMP), PNG, TIFF, PDF</li> <li>• <b>Fax:</b> Specifications : Standard: 203 x 98 dpi</li> <li>• <b>Processor speed :</b> Processor speed</li> <li>• <b>Connectivity :</b> 1 Hi-Speed USB 2.0; 1 Ethernet 10/100Base-TX; 1 phone line (in); 1 phone line (out)</li> <li>• <b>Memory :</b> Minimum: 256 MB</li> <li>• <b>Media handling :</b> Minimum No. of trays: 1 main tray, plus 10 sheet priority, input: 250-sheet input tray, 10-sheet priority tray output: 150-sheet output tray ADF: 35 sheets: Minimum: Up to 260 sheets Input Capacity : Tray 1: Sheets: 10; envelopes: 10 Tray 2: Sheets: 250; envelopes: 10 Output capacity : Standard: Up to 150 sheets, Envelopes: Up to 10 envelopes</li> </ul>	Hp / Canon (or) Equivalent	108 Nos.

		<p>Maximum: Up to 150 sheets</p> <ul style="list-style-type: none"> <li>• <b>Compatible operating systems</b> : Windows: 10, 8.1, 8, 7: 32-bit/64-bit, 2 GB hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer; Windows Vista: 32-bit only, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8; Apple OS X El Capitan (v10.11), OS X Yosemite (v10.10), OS X Mavericks (v10.9), 1 GB hard disk space, Internet required, USB</li> <li>• <b>Energy savings feature</b> : HP Auto-On/Auto-Off Technology</li> <li>• <b>Warranty</b> : Minimum One-year unit exchange warranty</li> </ul>		
2	UPS Inverter	<p>1000 KVA</p> <p>Battery backup outlets : Minimum 4</p> <p>Surge protected outlets : Minimum 4</p> <p>Total outlets : Minimum 8</p> <p>Inverter should have the following:</p> <p>User replaceable batteries</p> <p>Automatic battery tests</p> <p>Energy Star qualified</p> <p>Automatic Voltage Regulation (AVR)</p> <p>Power Chute Personal edition software</p>	APC (or) Equivalent	80 Nos.
3	Advanced Colour Printer	<p><b>Functions</b> : Print, copy, scan, digital send, easy access USB</p> <p><b>Multitasking supported:</b> Yes</p> <p><b>Print speed black:</b> Minimum 30 ppm</p> <p><b>Duty cycle (monthly, A4)</b> Up to 120,000 pages</p> <p><b>Laser Print technology</b></p> <p><b>Print languages</b> : HP PCL 6, HP PCL 5 (HP PCL 5 driver available from the Web only), HP postscript level 3 emulation, native PDF printing (v 1.4), Apple AirPrint™</p> <p><b>Display:</b> 8.07" (20.5 cm) diagonal Color Graphic Display (CGD), 800 x 300 pixels, with touchscreen</p> <p><b>Processor speed:</b> 800 MHz</p> <p><b>Automatic paper sensor:</b> Yes</p> <p><b>Wireless capability:</b> Optional, enabled with purchase of a hardware accessory, HP Jetdirect 2700w USB Wireless Print Server J8026A</p> <p><b>Connectivity, standard:</b></p> <ul style="list-style-type: none"> <li>• 1 Hi-Speed USB 2.0 Host</li> <li>• 1 Hi-Speed USB 2.0 Device</li> <li>• 1 Gigabit Ethernet 10/100/1000T network</li> <li>• 1 Foreign Interface (FIH)</li> <li>• 1 Hardware Integration Pocket (HIP Pocket)</li> <li>• 2 Internal USB 2.0 Host</li> </ul> <p><b>Network ready</b></p> <ul style="list-style-type: none"> <li>• Standard (built-in Gigabit Ethernet)</li> </ul> <p><b>Compatible operating systems</b></p> <p>Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP (SP2+), Windows Server 2003 (SP1+), Windows Server 2008 (32 and 64-bit), Windows Server 2008 R2 (64-bit)</p> <p>Mac OS X v10.6, 10.7</p> <p><b>Memory:</b> Minimum 1536 MB</p> <p><b>Paper handling output :</b> Minimum 250-sheet output tray</p> <p><b>Duplex printing:</b> Automatic (standard)</p> <p><b>Media sizes supported:</b></p> <p>A3, Legal paper, A4, A4-R, A5, A6, RA3, SRA3, RA4, SRA4, B4 (JIS), B5 (JIS), B6 (JIS), 10 x 15 cm, 8K, 16K, Postcard (JIS), Dpostcard (JIS), envelopes (B5, C5, C6, DL),</p> <p><b>Scanner specifications:</b></p> <p><b>Scanner type:</b> Flatbed, ADF</p> <p><b>Scan file format:</b> PDF, JPEG, TIFF, MTIFF, XPS, PDF/A</p> <p><b>Scan resolution, optical:</b> Up to 600 dpi</p> <p><b>Scan size, maximum:</b> 297 x 420 mm</p> <p><b>Scan size (ADF), maximum:</b> 297 x 420 mm</p> <p><b>Scan speed (normal, A4):</b> Up to 30 ppm (b&amp;w), up to 30 ppm (color)</p> <p><b>monthly scan volume:</b> 6250 to 10,500</p> <p><b>Duplex ADF scanning:</b> Yes, reversing ADF</p> <p><b>Automatic document feeder capacity:</b> Standard, 100 sheets</p> <p><b>Digital sending standard features</b></p> <ul style="list-style-type: none"> <li>• Scan to e-mail</li> <li>• Save-to-Network Folder</li> <li>• Save-to-USB drive</li> <li>• Send to FTP</li> <li>• Send to LAN Fax</li> <li>• Send to Internet Fax</li> <li>• Local Address Book</li> <li>• SMTP over SSL</li> </ul> <p><b>File Format Supported</b></p> <ul style="list-style-type: none"> <li>• Digital Send: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A</li> <li>• Scan to easy access USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A</li> <li>• Print from easy access USB: PDF, PS, Print Ready files (.pm, .pcl, .cht)</li> </ul> <p><b>Scan input modes</b></p> <ul style="list-style-type: none"> <li>• Copy, scan to e-mail, scan to network folder, scan to USB, save to device memory, fax, Open Extensibility Platform (EXP) applications</li> </ul> <p><b>Copier specifications:</b></p> <p>Copy speed (normal)</p> <p>Black: Up to 30 cpm</p> <p>Color: Up to 30 cpm</p> <p>(First Copy Out and Copy Speed measured using ISO/IEC 29183, excludes</p>	Hp / Canon (or) Equivalent	17 Nos.

		<p>first set of test documents. For more information see <a href="http://hp.com/go/printerclaims">hp.com/go/printerclaims</a>. Exact speed varies depending on the system configuration, software application, driver, and document complexity.)</p> <p>Copy resolution (black text)</p> <ul style="list-style-type: none"> <li>• Up to 600 x 600 dpi</li> </ul> <p>Copy resolution (color text and graphics)</p> <ul style="list-style-type: none"> <li>• Up to 600 x 600 dpi</li> </ul> <p>Copy reduce / enlarge settings</p> <ul style="list-style-type: none"> <li>• 25 to 400%</li> </ul> <p>Copies, maximum</p> <ul style="list-style-type: none"> <li>• Up to 9999 copies</li> </ul>		
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#### 4.0 Eligibility Criteria

The tender/Bid is invited in TWO BID SYSTEM (Technical/Qualifying & Financial Bid) and is open to all Bidder who fulfill the following eligibility criteria:

4.1 The Bidder should be in the Business of Providing “Similar Appliances” for a period not less than 3 years i.e. since 2014-15. The bidder should have prior experience in installation, commissioning & implementation of similar appliances for minimum period of 3 years. The tenderers shall submit copies of performance report received from their past customers for similar appliances as proof of satisfactory operation of system.

[Mode of Proof: Copies of the Work order/Agreements/Work Completion certificate for the three year period to be uploaded along with bid document]. “Similar Appliances” means contract for “Procurement, Installation and Commissioning of All-in-One Printers, UPS Inverters and Advanced Colour Printers”

#### 4.2 Turnover

The Bidder should have had average annual turnover of at least Rs. 5.0 Crore during the last 3 financial years i.e. 2014-15, 2015-16 & 2016-17

[Mode of Proof: Average Annual turnover certificate duly certified by Chartered Accountant to be uploaded along with bid document].

4.3 Tenderer should submit Authorization and Dealership Certificate from the manufacturer or Indian Partner mentioning clearly the brands of offered items. The Authorization certificate shall contain specific reference of this Tender Number and addressed to the Principal Commissioner of GST & Central Excise, Chennai North Commissionerate.

[Mode of Proof: Authorization/Dealership Certificate to be uploaded with tender document].

#### 4.4 Possession of Valid PAN

The bidder should have a valid Income Tax Registration Number / PAN and other statutory requirements as per Rules in force. The bidder should have filed Income tax returns for the assessment years 2015-16, 2016-17 and 2017-18 and should not have incurred any loss during any of the F.Y. 2014-15, 2015-16 and 2016-17.

[Mode of Proof: Copy of the PAN Card and ITR's of above three assessment years and Balance sheet/ Profit & Loss accounts for the above three financial years to be uploaded along with bid document]

4.5 The bidder should not have been black listed by this department. [Declaration to this effect as in Annexure-VIII to be uploaded along with bid document]

4.6 The bidder must be registered with the GST department (GST registration certificate to be uploaded along with bid document)

4.7 The Bidder must specify the maker and model of the equipment offered and upload manufacture data sheet in support of the specifications.

[Manufacturer's datasheet to be uploaded with Tender document.]

With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be the department's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

**All the Documents in proof of meeting eligibility criteria uploaded with the tender are to be duly signed by the bidder**

## **5.0 General Conditions**

5.1 The Technical Bid Uploaded will be evaluated based on the details uploaded under Technical Bid/Cover I in the prescribed formats to ascertain whether the bidders qualify. After evaluation of technical bid, all bidders will get information regarding their eligibility/qualification on website. Thereafter a system generated mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal. The Cover II (Financial Bid) of only those firms who technically qualify under Cover I will be decrypted and opened online.

5.2 The Bids should be signed in all pages only by the duly authorized signatory (ies) of the entity. The person(s) authorized to sign the tender shall sign all the pages of the tender and other documents including those which are required to be submitted as per Clause 4.0

5.3 Bidder should upload all the details in the prescribed Proforma and as per the requirements set out in the tender documents under Cover I. Bids and Tender documents should be complete in all respects and any incomplete Bids/tender will be rejected.

### **5.4. Cost of Tendering**

The bidders shall bear all costs associated with the preparation and submission of their tenders and the GST & CX Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by the Principal Commissioner of GST & CX, Chennai North Commissionerate.

### **5.5. Rejection of Tender Documents**

The bidder shall read and understand the contents of the tender documents, carefully. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Tenders, which are not responsive to the requirements of the tender conditions, will be rejected.

### **5.6 Clarification of Tender Documents**

A bidder requiring any clarification regarding the tender documents may seek the same online within the time schedule prescribed. The GST & CX department will respond online to any such request for clarification, received.

### **5.7 Amendment to Tender Documents**

5.7.1 At any time up to two days prior to the last date specified for submission of the bids, Principal Commissioner, GST & CX Chennai North Commissionerate may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/corrigenda etc.)

5.7.2 Any amendments (addenda/corrigenda) thus issued will be hosted on the website up to two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by this department, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to the bidders.

### **5.8. Preparations and Submission of Tenders**

#### **5.8.1 Language of Tender**

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and the buyer shall be written in the English language only. If the bidder along with their offer furnish any printed literature written in any other language, such documents shall be supplemented with their English translation also. For the purpose of interpretation of the tender, the contents in the English translated version alone shall be taken into consideration.

#### **5.8.2 Documents comprising the Tender**

The Bids/tender submitted by the Bidder shall comprise the following and should be read in conjunction with any Amendments issued in accordance with Clause 5.7

**(i) Documents to be uploaded with Cover I (Technical Bid documents)**

**a) Scanned copy of Earnest Money Deposit (EMD)**

**b) Scanned copy of entire tender document, signed & sealed on all pages**

**c) Scanned copy of Offer Letter (Annexure II)**

**d) Scanned copies of Annexures III, IV, VI & VIII with necessary enclosures**

(ii) Cover II (Financial Bid)

a) Scanned copy of Financial Bid (Annexure-V)

b) Scanned copy of Price/Financial Bid Document (Annexure-VII)

c) Financial bid document in the form of BOQ\_XXXX .xls

### **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 - III and the tender form for the financial bid in pro-forma prescribed in Annexure - V complete in all aspects shall be uploaded on CPPP site. The Qualifying Bids will be opened online on **20.03.2018 at 11.00 a.m.** at Office of the Principal Commissioner of GST & Central Excise, Chennai North Commissionerate, Chennai-34 Bidders may observe the tender opening online. The date and time of opening of "Financial Bid" will be intimated to the eligible bidders after evaluating the "Qualifying Bids". The Financial Bids of those bidders who qualify on evaluation of Technical Bids would be decrypted and opened online.
3. **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.
  - iv. This office reserves the rights to seek any document in original in respect of I.T Return/Authorised Dealership/Experience etc. as specified in the technical bid 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.

#### 5.9. Conditions stipulated by the bidder

The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to the GST & CX department. Tenders containing any qualifying conditions or even bidder's clarifications in any form will be treated as non-responsive and will run the risk of rejection.

#### 5.10. Filling up of Forms, Completeness & Mode of Submission of Tender:

5.10.1 The bidder shall submit all the documents required to be uploaded/ submitted as per Clause 5.8.2 duly filled in along with their covering letters, data and other information so that the tender is complete in all respects.

5.10.2 The tender/Bids shall be uploaded/filled and signed only by the entity/firm/corporation in whose name the tender documents have been issued.

5.10.3 Bids sent by telex, fax, Email etc. (i.e. modes other than by ways prescribed in Annexure - VI) shall not be accepted.

#### 5.11. Tender Prices

5.11.1 The contract shall be for the whole Works or for individual component or components as may be decided by The Principal Commissioner of GST & CX, Chennai North and as described in Sub - clause 1.1, based on the unit rates and prices quoted by the bidder in Bill of quantities.

5.11.2 Items against which no rate or price is entered by the bidder will not be paid for and when executed, such items, shall be deemed to have been covered by the other rates and prices in the Bill of quantities. Tender price covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of "Procurement, Installation and Commissioning of All-in-One Printers, UPS Inverters and Advanced Colour Printers" at GST & CX, Chennai. This includes all the liabilities of the Bidder, all kinds of taxes etc. which should be clearly stated by the Bidder.



## 5.12. Tender Validity

5.12.1 Tenders shall remain valid for 120 days from the last date for submission of tender

## 5.13. Earnest Money Deposit (EMD)

5.13.1 Each tender/Bid should be accompanied by an Earnest Money Deposit (EMD) amounting to Rs.2,00,000/-(Two Lakh Rupees Only) which shall be in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favor of "PAY AND ACCOUNTS OFFICER, CENTRAL EXCISE, CHENNAI." Payable at Chennai and shall be submitted in person to the Public Relations Officer (PRO), Chennai North Commissionerate on or before the bid submission last date i.e. 19.03.2018 before 11:00 hours. 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 found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.

5.13.2 No other form of deposit towards Earnest Money shall be accepted.

**5.13.3 Tenders not accompanied by the Earnest Money Deposit in the manner prescribed in 5.13.1 will be summarily rejected.** No exemption from payment of EMD is available to any bidder for any reason whatsoever, except MSE's as defined in the MSE Procurement Policy issued in Department of MSME (or) are registered with the Central Purchase Organization or with the Finance Ministry or this department.

## 5.14 Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Financial)

5.14.1 Technical bids will be opened online at the Office of THE PRINCIPAL COMMISSIONER OF GST & CX, CHENNAI NORTH, 26/1, MAHATMA GANDHI ROAD NUNGAMBAKKAM, CHENNAI 600034", at 11:00 hours on 20.03.2018. Bidders may observe the tender opening online. In the event of the specified date of tender opening being declared as a holiday for the department, the tender shall be opened at the specified time on the next working day.

5.14.2 The information furnished by the bidder in Cover - I in the prescribed format supplied by this department will form the basis for the evaluation. In exceptional cases The Principal Commissioner of GST & CX or his representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the Principal Commissioner of GST & CX, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Principal Commissioner of GST & CX. After satisfying that all / or some of the bidder have attained the minimum qualifying criteria as detailed above, a suitable date and time for opening of the Cover II – Finance Bids will be fixed and those bidder(s) who are qualified will be intimated about the opening of Cover-II (Financial Bid) online. The procedures for opening Cover - II will be the same as the procedures outlined in Clause 5.14.1 & 5.14.2.

5.14.3 After evaluating the financial bids received under Cover II, the bidder who ranked the lowest (L-1) Price will be awarded the work. In case the financial bid of more than one agency is same as L-1, then the Principal Commissioner of GST & CX will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who score highest marks, among the L-1 bidders.

## 5.15. Influencing prohibited

Any effort by a bidder to influence the buyer during the processing of tenders or award decision will result in the rejection of his / their bid offered.

## 5.16. Correction of Errors (in Financial Bid)

The Tenderer shall quote the rates both in figures as well as words. The cost of individual items shall also be worked out and mentioned in the financial bid (both in figures and words). On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:

- a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder for individual items, shall be reckoned.
- b) In case, the amount of an individual item is not mentioned by the bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be reckoned.
- c) In case the rate quoted by the bidder, both in figures and in words tallies but the amount is not worked out correctly, the total rate quoted by the bidder shall be taken as correct.

5.17. The Principal Commissioner of GST & CX reserves the right to accept any tender and to reject any or all tenders and to annul the tendering process, at any time prior to the award of contract,

without thereby incurring any liability to the Affected bidder or bidder or any obligation to inform the affected bidder or bidder of the grounds for the action.

#### 5.18. Refund of EMD

5.18.1 The EMD will be refunded to all the bidder(s) other than the three lowest technically qualified bidders within one month from the date of opening of Financial bid (Cover - II).

5.18.2 The EMD of the two bidders other than the bidder whose offer is accepted will be refunded within a period of one month after finalization of the award of contract.

5.18.3 The EMD of the successful bidder will be refunded only after the satisfactory completion of the installation of All-in-One Printers, UPS Inverters and Advanced Colour Printers. Till such time, the earnest money shall retain its character, as such.

5.18.4. Where a person whose tender has been received on behalf of the Principal Commissioner of GST & CX intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the Principal Commissioner of GST & Central Excise, the Principal Commissioner of GST & Central Excise shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely.

5.18.5 No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.

#### 5.19. Commencement of Work:

The work shall be deemed to have been commenced from the date on which the Bidder delivers the tendered goods and completes installation of the All-in-One Printers, UPS Inverters and Advanced Colour Printers based on Award of Contract from the Principal Commissioner of GST & CX.

#### 5.20. Safety

5.20.1 Bidder shall take adequate/mandatory safety precautions to avoid any accident etc. at site and shall be fully responsible for any criminal and civil liabilities. All safety arrangements are to be made by the Bidder at his own cost.

5.20.2 All labor employed by the Bidder shall be covered by the workmen's compensation Act. Any death, injury or mishap to the workmen of the Bidder will entirely be the Bidder's liabilities/responsibility and the Principal Commissioner of GST & CX, Chennai North shall not be liable to pay any damages for the same.

#### 5.21 Completion Period

5.21.1 The Bidder shall complete supply and installation of all the All-in-One Printers, UPS Inverters and Advanced Colour Printers on or before 27.03.2018, No further extension of time will be granted.

#### 5.22. Contract Agreement

This tender with such modifications as agreed upon prior to the date of acceptance of tender together with the written acceptance shall form a binding contract between the buyer and the Bidder.

#### 5.23. Jurisdiction:

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.

The jurisdiction of all suits/proceedings arising out of this contract, arbitration matters shall be the High Court of Judicature at Chennai.

### **Section – II**

General description of Service and other conditions / Responsibilities of Bidder

#### 6.0. PAYMENT

6.1 Payment of bills will be made to the Bidder on completion of the work satisfactorily. No Advance Payment will be made. The Principal Commissioner of GST & CX, would make the payment within 30 days of submission of bills with all the supporting documents and submission of necessary clarification, if there were any queries communicated by The Principal Commissioner of GST & CX, to the satisfaction of The Principal Commissioner of GST & CX. No Interest is payable by The Principal Commissioner of GST & CX in case of any unavoidable delay in settling the bills, though the department would endeavor to settle within 30 days. No other claim on whatever account shall be entertained by The Principal Commissioner of GST & CX. TDS at the rates applicable shall be deducted U/S194 (c) of Income Tax Act 1961 on the whole amount.

#### 6.2 Penalty:



6.2.1 In case the Bidder fails to commence/execute or complete the work as stipulated in the Award of Contract or unsatisfactory performance or does not meet the statutory requirements of the contract, The Principal Commissioner of GST & CX reserves the right to impose the penalty as detailed below:-

- i) 2.5% of cost of order per completed week or part thereof, up to four weeks of delay.
- ii) After four weeks delay, The Principal Commissioner of GST & CX reserves the right to cancel the contract and withhold the order and get this work carried out preferably from other Bidder(s). The difference if any may be recovered from the defaulting Bidder and also the defaulting Bidder shall be black listed for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

6.2.2 That in the event of any loss, theft or robbery inside the office of The Principal Commissioner of GST & CX or damage occasioned to the Department, as a result of any lapse on the part of the Bidder or its personnel deployed in the office of the Principal Commissioner of GST & CX, which would be established after an enquiry conducted by The Principal Commissioner of GST & CX, the said loss can be claimed from the Bidder up to the value of the loss. The decision of The Principal Commissioner of GST & CX will be final and binding on the Bidder.

(RAJEEV KUMAR)  
ADDITIONAL COMMISSIONER  
CHENNAI NORTH COMMISSIONERATE

**OFFER LETTER - Annexure II**

(On letter pad)

To  
The Principal Commissioner of GST & CX,  
Chennai North Commissionerate,  
26/1 Mahatma Gandhi Road, Nungambakkam,  
Chennai – 600 034.

Sir,

**Sub: “PROCUREMENT, INSTALLATION OF ALL-IN-ONE PRINTERS, UPS INVERTERS  
AND ADVANCED COLOUR PRINTERS” FOR CHENNAI NORTH COMMISSIONERATE,  
CHENNAI**

.....

With reference to your Tender Notice calling for offers for “Procurement, Installation and Commissioning of All-in-One Printers, UPS Inverters and Advanced Colour Printers” at the office of the Principal Commissioner of GST & CX, 26/1 Mahatma Gandhi Road, Chennai 34, I/We hereby submit my/our offer as follows:-

a) Technical Bid: Annexures -I, II,III, IV, VI and Annexure- VIII along with  
EMD Of Rs.2,00,000/- by DD No.            dt.            On            & other  
supporting documents Page No.....to .....) (Cover - I)

b) Financial Bid: Annexure-V& VII (cover - II)

2. I hereby undertake to abide by various terms and conditions contained in the tender document.

3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date:

Yours sincerely,

Signature and stamp of the Owner/ bidder/ authorized Signatory  
with complete Name, Address, Contact No. (s), including Mobile  
No.(s).

**ANNEXURE – III**  
**TECHNICAL BID**

**TENDER FORM FOR “PROCUREMENT, INSTALLATION OF ALL-IN-ONE PRINTERS, UPS  
INVERTERS AND ADVANCED COLOUR PRINTERS” AT CHENNAI NORTH  
COMMISSIONERATE**

1.	Name of the Registered Firm/ Company	:	
2.	Address of the company (with Tel. No, Fax & e-mail)	:	
3.	Status of Ownership (Proprietary / Partnership/ Company – upload proof)	:	
4.	Name & Address of the Partners/ Directors (with Mobile No.)	:	
5.	Contact Person (s) (with mobile number)	:	
6.	Date of establishment of the firm/company	:	
7.	Experience & Completion Certificates for providing similar services as in 4.1 (upload proof)	:	
8 (a)	PAN No. (upload copy) as in 4.4	:	
(b)	Copies of audited Balance sheet and P/L account For the financial years : 2014-15, 2015-16 & 2016-17: (upload document copies) as in 4.4	:	
(c)	Copies of Income Tax Returns filed for The assessment years: 2015-16, 2016-17 & 2017-18: (upload document copies) as in 4.4	:	
9.	Average Annual Turnover for financial years, 2014-15, 2015-16 & 2016-17: certified by a Chartered Accountant (upload copy) as in 4.2	:	
10.	GST Registration No. upload copy of Registration certificate) as in 4.6	:	
11.	Authorization/Dealership certificate (upload document copies as in 4.3)	:	
12.	Details of EMD as in 5.13.	:	
13.	Declaration as in 4.5.	:	
14.	Data Sheet with specifications as in 4.7	:	

**DECLARATION**

I/ we hereby certify that the information furnished above is full 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, the company/firm will be blacklisted and will not have any dealing with the Department in future.

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No. (s), including Mobile No.(s).

## **Annexure-IV**

### **OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CX, CHENNAI**

#### **BIDDER UNDERTAKING**

1. General Description

Tender for “Procurement, Installation of All-in-One Printers, UPS Inverters and Advanced Colour Printers” in the office of The Principal Commissioner of GST& CX at Chennai.

2. Earnest Money Rs.2,00,000/-

3. The contract awarded shall be completed within a period of 30 days from the date of Award of Contract.

4. Delay in commencement of Service and forfeiture of Earnest Money Deposit & Undertakings by the Bidder

a) Should this tender be accepted in whole or in Part, I / we here agree:

to terms and abide and fulfill all conditions annexed hereto and all the terms and provisions contained in notice inviting tenders so far as applicable and/or in default thereof to forfeit and to pay the Principal Commissioner of GST & CX or his successors in office, the sum of money mentioned in the conditions. A sum of Rs.2,00,000/- is hereby forwarded in Demand draft as Earnest Money. If I / we fail to commence the Service Specified in the above memorandum / we agree that the said the Principal Commissioner of GST & CX or his successors in office shall, without prejudice to the Principal Commissioner of GST & CX any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely, otherwise the said Earnest Money shall be retained by him.

b) To execute all the Works referred to there in the tender documents upon the terms and conditions contained or referred to therein and carryout such deviations as may be ordered by the Principal Commissioner of GST & CX.

c) I/We hereby agree to abide by all terms and conditions laid down in tender Document.

d) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No. (s), including Mobile No.(s).

**ANNEXURE – V  
FINANCIAL BID**

**TENDER FOR “PROCUREMENT, INSTALLATION OF ALL-IN-ONE PRINTERS, UPS  
INVERTERS AND ADVANCED COLOUR PRINTERS” FOR CHENNAI NORTH  
COMMISSIONERATE**

1. Name of the Registered Firm/ Company :

2. Address (with Tel. No. & Fax No.) :

3. PAN No. :

4. Name & Address of the proprietor,  
Partners/ Directors (with Mobile Number) :

S No	Description and Specifications	Make & Model No. Offered.	QTY (1)	RATE * (2)	AMOUNT * (In Rs.) (3)	AMOUNT (In Words) (4)
1	<p><b><u>ALL-IN-ONE PRINTERS :</u></b></p> <ul style="list-style-type: none"> <li><b>Functions:</b> Print, copy, scan, fax</li> <li><b>Control panel:</b> 2-line LCD text display; Buttons (OK, Back, Forward/Backward, Cancel, Number of Copy, Darker/Lighter, Copy Menu , Start Copy, Main Setup, Redial, Alphanumeric Keypad, Start Fax); 2 light-emitting diode (LED) indicator lights (Ready, Attention)</li> <li><b>Print &amp; Copy</b> Print technology Laser Print speed: <b>Black (A4, normal):</b> Up to 28 ppm; <b>Black (A4, duplex):</b> Up to 18 ipm First page out: <b>Black (A4, ready):</b> As fast as 6.6 sec; <b>Black (A4, sleep):</b> As fast as 6.8 sec Monthly duty cycle Up to 30,000 pages (A4) Printer smart software features : Instant-on Technology, Auto-On/Auto-Off Technology, Jet Intelligence cartridges, Duplex printing Standard print languages : PCL5c; PCL6; PS; PCLmS; PDF; URF; PWG Fonts and typefaces 84 scalable TrueType fonts Print area : <b>Print margins:</b> Top: 4 mm, Bottom: 4 mm, Left: 4 mm, Right: 4 mm; <b>Maximum print area:</b> 206 x 348 mm Duplex printing Automatic (standard) Copy speed <b>Black (A4):</b> Up to 28 cpm Copier specifications : Number of Copies; Lighter/Darker; Optimize; Paper; Multi-Page Copy; Collation; Draft Mode; <b>Maximum number of copies:</b> Up to 99 copies; <b>Copy Resolution</b> 600 x 600 dpi; <b>Reduce/Enlarge:</b> 25 to 400%</li> <li><b>Scan:</b> Speed : Up to 12 ppm Scan file format : JPG, RAW (BMP), PNG, TIFF, PDF</li> <li><b>Fax:</b> Specifications : Standard: 203 x 98 dpi</li> <li><b>Processor speed :</b> Processor speed</li> <li><b>Connectivity :</b> 1 Hi-Speed USB 2.0; 1 Ethernet 10/100Base-TX; 1 phone line (in); 1 phone line (out)</li> <li><b>Memory :</b> Minimum: 256 MB</li> <li><b>Media handling :</b> Minimum No. of trays: 1 main tray, plus 10 sheet priority, input: 250-sheet input tray, 10-sheet priority tray output: 150-sheet output tray ADF: 35 sheets: Minimum: Up to 260 sheets Input Capacity : Tray 1: Sheets: 10; envelopes: 10 Tray 2: Sheets: 250; envelopes: 10 Output capacity : Standard: Up to 150 sheets, Envelopes: Up to 10 envelopes Maximum: Up to 150 sheets</li> <li><b>Compatible operating systems :</b> Windows: 10, 8.1, 8, 7: 32-bit/64-bit, 2 GB hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer; Windows Vista: 32-bit only, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8; Apple OS X El Capitan (v10.11), OS X Yosemite (v10.10), OS X Mavericks (v10.9), 1 GB hard disk space, Internet required, USB</li> <li><b>Energy savings feature :</b> HP Auto-On/Auto-Off Technology</li> <li><b>Warranty :</b> Minimum One-year unit exchange warranty</li> </ul>		108 No.s			
2	<p><b><u>UPS INVERTERS:</u></b> 1000 KVA Battery backup outlets : Minimum 4 Surge protected outlets : Minimum 4 Total outlets : Minimum 8 Inverter should have the following: User replaceable batteries Automatic battery tests Energy Star qualified Automatic Voltage Regulation (AVR) Power Chute Personal edition software</p>		80 No.s			
3	<p><b><u>ADVANCED COLOUR PRINTERS :</u></b> <b>Functions :</b> Print, copy, scan, digital send, easy access USB <b>Multitasking supported:</b> Yes <b>Print speed black:</b> Minimum 30 ppm <b>Duty cycle (monthly, A4)</b> Up to 120,000 pages <b>Laser Print technology</b> <b>Print languages :</b> HP PCL 6, HP PCL 5 (HP PCL 5 driver available from the Web only), HP postscript level 3 emulation, native PDF printing (v 1.4), Apple AirPrint™ <b>Display:</b> 8.07" (20.5 cm) diagonal Color Graphic Display (CGD), 800 x 300 pixels, with touchscreen</p>		17 No.s			

<p><b>Processor speed:</b> 800 MHz  <b>Automatic paper sensor:</b> Yes  <b>Wireless capability:</b> Optional, enabled with purchase of a hardware accessory, HP Jetdirect 2700w USB Wireless Print Server J8026A  <b>Connectivity, standard:</b></p> <ul style="list-style-type: none"> <li>• 1 Hi-Speed USB 2.0 Host</li> <li>• 1 Hi-Speed USB 2.0 Device</li> <li>• 1 Gigabit Ethernet 10/100/1000T network</li> <li>• 1 Foreign Interface (FIH)</li> <li>• 1 Hardware Integration Pocket (HIP Pocket)</li> <li>• 2 Internal USB 2.0 Host</li> </ul> <p><b>Network ready</b></p> <ul style="list-style-type: none"> <li>• Standard (built-in Gigabit Ethernet)</li> </ul> <p><b>Compatible operating systems</b>  Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP (SP2+), Windows Server 2003 (SP1+), Windows Server 2008 (32 and 64-bit), Windows Server 2008 R2 (64-bit)  Mac OS X v10.6, 10.7</p> <p><b>Memory:</b> Minimum 1536 MB  <b>Paper handling output :</b> Minimum 250-sheet output tray  <b>Duplex printing:</b> Automatic (standard)  <b>Media sizes supported:</b>  A3, Legal paper, A4, A4-R, A5, A6, RA3, SRA3, RA4, SRA4, B4 (JIS), B5 (JIS), B6 (JIS), 10 x 15 cm, 8K, 16K, Postcard (JIS), Dpostcard (JIS), envelopes (B5, C5, C6, DL),</p> <p><b>Scanner specifications:</b>  <b>Scanner type:</b> Flatbed, ADF  <b>Scan file format:</b> PDF, JPEG, TIFF, MTIFF, XPS, PDF/A  <b>Scan resolution, optical:</b> Up to 600 dpi  <b>Scan size, maximum:</b> 297 x 420 mm  <b>Scan size (ADF), maximum:</b> 297 x 420 mm  <b>Scan speed (normal, A4):</b> Up to 30 ppm (b&amp;w), up to 30 ppm (color)  <b>monthly scan volume:</b> 6250 to 10,500  <b>Duplex ADF scanning:</b> Yes, reversing ADF  <b>Automatic document feeder capacity:</b> Standard, 100 sheets</p> <p><b>Digital sending standard features</b></p> <ul style="list-style-type: none"> <li>• Scan to e-mail</li> <li>• Save-to-Network Folder</li> <li>• Save-to-USB drive</li> <li>• Send to FTP</li> <li>• Send to LAN Fax</li> <li>• Send to Internet Fax</li> <li>• Local Address Book</li> <li>• SMTP over SSL</li> </ul> <p><b>File Format Supported</b></p> <ul style="list-style-type: none"> <li>• Digital Send: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A</li> <li>• Scan to easy access USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A</li> <li>• Print from easy access USB: PDF, PS, Print Ready files (.prn, .pcl, .cht)</li> </ul> <p><b>Scan input modes</b></p> <ul style="list-style-type: none"> <li>• Copy, scan to e-mail, scan to network folder, scan to USB, save to device memory, fax, Open Extensibility Platform (EXP) applications</li> </ul> <p><b>Copier specifications:</b>  <b>Copy speed (normal)</b>  Black: Up to 30 cpm  Color: Up to 30 cpm  <i>(First Copy Out and Copy Speed measured using ISO/IEC 29183, excludes first set of test documents. For more information see <a href="http://hp.com/go/printerclaims">hp.com/go/printerclaims</a>. Exact speed varies depending on the system configuration, software application, driver, and document complexity.)</i>  <b>Copy resolution (black text)</b></p> <ul style="list-style-type: none"> <li>• Up to 600 x 600 dpi</li> </ul> <p><b>Copy resolution (color text and graphics)</b></p> <ul style="list-style-type: none"> <li>• Up to 600 x 600 dpi</li> </ul> <p><b>Copy reduce / enlarge settings</b></p> <ul style="list-style-type: none"> <li>• 25 to 400%</li> </ul> <p><b>Copies, maximum</b></p> <ul style="list-style-type: none"> <li>• Up to 9999 copies</li> </ul>					
4	<b>TOTAL :</b>				

(Rupees

**NOTE:-.**

**\*Rate quoted is inclusive of GST.**

Date:

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No.(s), Including Mobile No.(s). (also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/Authorized signatory of the owner)



**ANNEXURE-VII**  
**PRICE/ FINANCIAL BID DOCUMENT**

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

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,

The Principal Commissioner,  
GST & Central Excise,  
Chennai North 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 including GST.

Yours faithfully

Signature of  
Authorized Representative

**ANNEXURE -VIII**  
**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 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, 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-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 colored (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.