

**OFFER LETTER - Annexure II**

(On letter pad)

To

The Assistant Commissioner of GST & CX,  
Villupuram Division,  
No.9 A, Sudhagar Nagar,  
Villupuram 605 602.

Sir,

**Sub: Providing House Keeping services on contract basis for  
Villupuram Division-Reg**

**Ref. No.: C.NO.I/22/02/2020-Admn**

dated .2020

.....

With reference to your Tender Notice calling for offers for providing “**Housekeeping Services**” on contract basis for the **Office of the Assistant Commissioner of GST & CX, Villupuram Division**, situated at Old TE Building, Ground & First Floor, TE Building Campus, Hospital Road, Villupuram 605 602, **Office of the Superintendent(s) of GST & Central Excise, Villupuram Range and Kallakurichi Range** situated at Old TE Building, Ground & First Floor, TE Building Campus, Hospital Road, Villupuram 605 602, **Office of the Superintendent(s) of GST & Central Excise, Madhuranthagam Range I & II** situated at No. 64, Alagesan Nagar, Chengalpet and **Office of the Superintendent of GST & Central Excise, Tiruvanamalai Range**, 2<sup>nd</sup> Floor, 26/42 Gopal Pillaiyar Street, Tiruvanamalai, I/We hereby submit my/our offer as follows:-

a) Technical Bid: Annexure - I, II, III A, III B, III C, IV, VI and Annexure - VIII along with

EMD Of **Rs.1,00,000/-** 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 A**  
**TECHNICAL BID**

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 Certificate for providing similar services and completion certificate for value of work as in 1.2.1.	:	
8.	PAN No. (upload copy) 1.2.3	:	
9.	Copies of audited Balance sheet and P/L account For the financial years : 2017-18: 2018-19: 2019-20: (upload document copies) as in 1.2.3	:	
10.	Copies of Income Tax Returns filed for The assessment years : 2017-18: 2018-19: 2019-20: (upload document copies) as in 1.2.3		
11.	Average Annual Turnover for financial years 2017-18: 2018-19: 2019-20: certified by a Chartered Accountant (upload copy) as in 1.2.2	:	
12.	GST Registration No. upload copy of Registration certificate) as in 1.2.7		
13.	Details of Registration with PF and ESI authorities (upload copies of Registration) and copies of remittance slip as in 1.2.4.		
14.	Details of EMD as in 1.13.		

15	Declaration as in 1.2.5.	:
16	Solvency Certificate as in 1.2.6	

**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-III B**  
**TECHNICAL BID**

**Tender No.2/2020**

**C.No.I/22/2/2020-Admn**

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) :

**5. MINIMUM WAGE DETAILS**

<b>S.No</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount in words (Rupees)</b>
1	Wages per head/day fixed by the Dy. Chief Labour Commissioner (Central)		
2	Wages for 26 days		
3	PF @ 13.15% of SNo.2 - per month/head		
4	ESI @ 4.75% of SNo.2 - per month /head		
5	Bonus per month/head (as per the Payment of Bonus (Amendment) Act, 2015, section 12		
6	Subtotal (2+3+4+5) per month		

**ANNEXURE-III C**

**PROPOSED MANPOWER DEPLOYMENT (Refer Para 1.1.6 of Terms & Conditions in Annexure-I)**

<b>Sl. No.</b>	<b>Buildings</b>	<b>Housekeeping Staff</b>
1.	O/o the Assistant Commissioner(s) of GST & CX, Villupuram Division, Old TE Building, Ground & First Floor, TE Building Campus, Hospital Road, Villupuram 605 602	
2.	O/o the Superintendent(s) of GST & Central Excise, Villupuram Range and Kallakurichi Range, Old TE Building, Ground & First Floor, TE Building Campus, Hospital Road, Villupuram 605 602	
3	O/o the Superintendent(s) of GST & Central Excise, Madhuranthagam Range I & II, No. 64, Alagesan Nagar, Chengalpet	
4	O/o the Superintendent of GST & Central Excise, Tiruvanamalai Range, 2 <sup>nd</sup> Floor, 26/42 Gopal Pillaiyar Street, Tiruvanamalai.	

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/Authorised signatory of the owner)

## **Annexure-IV**

### **OFFICE OF THE ASSISTANT COMMISSIONER OF GST & CX, VILLUPURAM BIDDER UNDERTAKING**

1. General Description

“Tender for Providing Housekeeping Services in the Office of the Assistant Commissioner(s) of GST & CX, Villupuram Division, situated at Old TE Building, Ground & First Floor, TE Building Campus, Hospital Road, Villupuram 605 602, Office of the Superintendent(s) of GST & Central Excise, Villupuram Range and Kallakurichi Range situated at Old TE Building, Ground & First Floor, TE Building Campus, Hospital Road, Villupuram 605 602, Office of the Superintendent(s) of GST & Central Excise, Madhuranthagam Range I & II situated at No. 64, Alagesan Nagar, Chengalpet and Office of the Superintendent of GST & Central Excise, Tiruvanamalai Range, 2<sup>nd</sup> Floor, 26/42 Gopal Pillaiyar Street, Tiruvanamalai.

2. Earnest Money **Rs.1,00,000/-**

3. Security Deposit

10% of the accepted annual contract value in the form as specified in clause – 1.18 of section -I

4. Period of Contract:

The Contract period is from **one year from the date of award of contract.**

[The contract is extendable at the same terms and conditions by one more year subject to providing of services to the satisfaction of the Assistant Commissioner of GST & CX, at the option of the Assistant Commissioner of GST & CX, Villupuram Division, Chennai Outer Commissionerate]

5. 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 Assistant Commissioner of GST & CX or his successors in office, the sum of money mentioned in the conditions. A sum of Rs.1,00,000/- 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 Assistant Commissioner of GST & CX or his successors in office shall, without prejudice to Assistant Commissioner of GST & CX any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely.

b) To execute all the Services 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 Assistant Commissioner of GST & CX Villupuram Division.

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.

6. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other Charges applicable from time to time. I/We will pay the wages to the Personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully & solely responsible for any violation.

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 No. 02/2020**

**C.No.I/22/02/2020-Admn**

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) :

<b>S.No</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount in words (Rupees)</b>
1	Wages per head/day fixed by the Dy. Chief Labour Commissioner (Central)		
2	Wages for 26 days		
3	PF @ 13.15% of SNo.2 - per month/head		
4	ESI @ 4.75@ of SNo.2 - per month /head		
5	Bonus per month/head (as per the Payment of Bonus (Amendment) Act, 2015, section 12		
6	Subtotal (2+3+4+5) per month		
7	Contractor's Service charges per head/month		
8	Total charges per head/month (6+7)*		
9	Rate per sq. ft. per month (as quoted in BoQ)		

(Rupees)

**NOTE:-\*Rate quoted is exclusive 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/Authorised 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 Assistant Commissioner of GST & Central Excise,  
Villupuram Division,  
No.9A Sudhagar Nagar,  
Villupuram.

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 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/Company/Organization

Place: 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 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.