

OFFICE OF THE PRINCIPAL COMMISSIONER OF GST AND CENTRAL EXCISE
COIMBATORE COMMISSIONERATE :: 6/7 A.T.D. STREET ::
RACE COURSE ROAD COIMBATORE 641018 :: TAMILNADU.

**NOTICE INVITING e-TENDER THROUGH e-PROCUREMENT FOR SUPPLY OF
MANPOWER FOR SECURITY SERVICES FROM 01.04.2018 TO 31.03.2019**

Online e-tenders are invited for and on behalf of the President of India by the Commissioner of GST and Central Excise, Coimbatore Commissionerate, for “Outsourcing of Security Services” as tabulated below :

DETAILS OF OFFICES WHERE SECURITY SERVICE IS TO BE PROVIDED

| S. NO | NAME OF THE OFFICE AND ADDRESS | LOCATION | MINIMUM NO. OF GUARDS TO BE DEPLOYED |
|-------|---|----------------------------------|--|
| 1 | OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE , COIMBATORE, AUDIT COMMISSIONERATE, COIMBATORE AND COMMISSIONER (APPEALS-I), 6/7 A.T.D. STREET RACE COURSE, COIMBATORE 641018 | RACE COURSE, COIMBATORE (Area B) | 3 GUARDS FOR 24 HOURS (EACH 8 HOURS) |
| 2 | OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE, COIMBATORE I / II / III / IV DIVISIONS & CBE II A / II B / IV B / IV C, III C RANGES, 1237 ELGI BUILDINGS, TRICHY ROAD, COIMBATORE 641018 | TRICHY ROAD, COIMBATORE (Area B) | 2 GUARDS for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m) |
| 3 | OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE, POLLACHI DIVISION, JOTHI NAGAR D COLONY, POLLACHI 642 001. | POLLACHI (Area C) | 2 GUARDS for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m) |

for the period from **01.04.2018 to 31.03.2019 i.e. one year**. The bids are invited in a two-bid system (Technical and Financial) from established firms / Security service providers. The Service providers / firms fulfilling the requirements, as specified under the terms and conditions of this notice, shall be eligible to apply.

2. The Tender inquiry documents will be available on official website <http://eprocure.gov.in>, www.cbec.gov.in and www.cenexkovai.tn.nic.in .

3. **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer / Contractor are advised to follow the “Instructions To Bidder for Online Bid Submission” provided in the Annexure VII for online submission of bids.

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

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

5. **Earnest Money Deposit (EMD)** or bid security of Rs. 30,000/- (Rs. Thirty Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft from any of the Commercial Banks in India, drawn in favour of The Commissioner of GST and Central Excise, Coimbatore Commissionerate. **The Hard Copy of original documents in respect of Earnest Money Deposit (EMD), must be produced at the time of opening** Technical bid on the date/time as mentioned in critical date sheet.

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

6. 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.

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

8. The Critical Dates for the Tender Submission and processing are as under:

| | |
|---|---|
| Published Date | 9th FEBRUARY, 2018 (05.15.P.M) |
| Bid Document Download Start Date | 9th FEBRUARY, 2018 (05.30.P.M) |
| Bid Submission Start Date | 9 th FEBRUARY, 2018 (05.45.P.M) |
| Premise(s) Visit | 12th & 13th FEBRUARY, 2018 (9:30 A.M. to 05:00 P.M) |
| Bid Document Download End Date | 3rd MARCH, 2018 (04:00 P.M.) |
| Bid Submission End Date | 3RD MARCH, 2018 (05:00 P.M.) |
| Bid Opening Date | 5TH MARCH, 2018 (11:00 A.M.) |

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

10. Not more than one tender shall be submitted by one 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 parities liable to rejection.

11. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Sd/--
(MINU PRAMOD)
ADDITIONAL COMMISSIONER(P&V)
For COMMISSIONER
CENTRAL EXCISE, COIMBATORE
COMMISSIONERATE

F.No. I/22/36/2017-Admn. Dt: 09.02.2017. - Coimbatore

Copy to:- Notice Boards- Hqrs. Office Complex, Coimbatore and all Division Offices

Annexure-I

TERMS AND CONDITIONS

- 1) The agency should possess a valid license from the respective State Controlling Authority prescribed under The Private Security Agencies (Regulation) Act, 2005 and Central Model Rules framed in the year 2006, as amended from time to time. The personnel to be engaged for this purpose should have good antecedents.
- 2) The Security personnel should **preferably be** Ex-Servicemen subject to satisfying other requirements.
- 3) Keeping in view the Government policy to encourage ex-service men, Ex-Servicemen Organisation / Security agencies run by service providers who engage ex-service men would be given preference.
- 4) Preference would be given to service providers who have experience in providing service to Govt. Institutions.
- 5) **The security personnel to be provided preferably should be a fit person strictly in the age group of 22-45 years. They should have sound health and with no criminal background. It shall be the responsibility of the agency to cause Police verification of the personnel being provided to this office.**
- 6) The agency shall provide the following number of security guards alongwith following details of the security in the below format (location wise).

| S. NO | NAME OF THE OFFICE AND ADDRESS | LOCATION | MINIMUM NO. OF GUARDS TO BE DEPLOYED |
|-------|---|----------------------------------|--|
| 1 | OFFICE OF THE CHIEF COMMISSIONER OF GST AND CENTRAL EXCISE, COIMBATORE ZONE, COMMISSIONER OF GST AND CENTRAL EXCISE, COIMBATORE AND COMMISSIONER (APPEALS-I), 6/7 A.T.D. STREET RACE COURSE, COIMBATORE 641018 | RACE COURSE, COIMBATORE (Area B) | 3 GUARDS FOR 24 HOURS (EACH 8 HOURS) |
| 2 | OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE, COIMBATORE I / II / III / IV DIVISIONS & CBE II A / II B / IV B / IV C, III C RANGES, 1237 ELGI BUILDINGS, TRICHY ROAD, COIMBATORE 641018 | TRICHY ROAD, COIMBATORE (Area B) | 2 GUARDS for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m) |
| 3 | OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE, POLLACHI DIVISION, JOTHI NAGAR D COLONY, POLLACHI 642 001. | POLLACHI (Area C) | 2 GUARDS for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m) |

- a. Name of the guard : _____
- b. Date of Birth : _____
- c. Residential Address of guard : _____
- d. Education Qualification : _____
- e. Past experience if any : _____

Name & Sl. No. of documents showing proof of address (a copy of the document showing proof of address in respect of all the security guards will be submitted by the service provider.)

f. Antecedents certificate : _____

g. Discharge certificate/ experience : _____

Certificate for any kind of training
in the use of arms

- 7) **All the Security guards should be in proper uniform, which shall be provided by the agency. This office shall not provide any accommodation/food/uniform to the guards.**
- 8) **This office shall not provide any accommodation/ food/ uniform to the guards.**
- 8) All the Security guards provided for security of the aforesaid premises should be able to read and write in Tamil and ENGLISH.
- 9) The security personnel engaged by the agency to guard the premises will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- 10) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen sent to this office for performing Security services.
- 11) The Contractor shall maintain an attendance register of security guards and this register of security guards shall be subject to check by the concerned officer of this office.
- 12) The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; the firm shall possess valid PAN number, Service Tax Registration (if applicable), ESI, EPF registration as applicable.
- 13) For the aforesaid work, the Service Provider shall quote rate which should be inclusive of wages as per Minimum Wages Act Central/State, EPF, ESI, & levies, service charges, if any, etc. but exclusive of Service Tax along with the no. of persons to be deployed for the work.
- 14) The deduction towards PF and ESI etc. be factored in rates being quoted by the applicant/contractor and the same would not be payable by the department over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- 15) The successful bidder will be required to give letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- 16) The Service Provider shall arrange necessary Insurance cover for all the persons deployed by him.
- 17) This Office shall not entertain any claim arising out of mishap, etc, if any, that may take place while discharging the duties by the personnel(s) provided by the Service Provider. In the event of any liability/ claim falling on this Commissionerate, the same shall be reimbursed/ indemnified by the Service Provider.

- 18) The workers engaged by the Service Provider for the said work at offices located at various places will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- 19) The Contractor should not indulge in employing child labour.
- 20) The security guards deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
- 21) If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no security charges shall be paid.
- 22) Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
- 23) Subcontracts are not allowed to be made by the agency.
- 24) The security guards posted by the service provider will be provided Identity cards by the service provider specifying the work place, for carrying out the obligation under this contract. Such guards will be allowed entry in the aforesaid premises only on presentation of identity card to the security supervisor. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any guests/outsideers etc.
- 25) The service provider will be responsible for any deficiency in service or loss of any goods / material / equipment available in the Complex, the service provider will be served with a notice quantifying the deficiency in service or loss of items & also affording him an opportunity to put forth his defence in writing or orally. After considering the defence put forth by service provider, the Commissioner of GST and Central Excise, Coimbatore will determine the amount payable by service provider which will be final & binding on him.
- 26) The service provider will be wholly and exclusively responsible for payment of salary to the security guards. They will also be responsible for compliance of all statutory obligations under Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office will not be responsible for making any payment to the security Guards. They shall have take out the following insurance policies to cover all the risk and keep them valid till the successful completion of the contract.
 - a. Workman's compensation. ESIC.
 - b. Risk / liability of the 3rd party.

The bidders who intend to bid and intend to visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so on 12th and 13th February, 2018 during the office hours i.e. 09.30 hrs to 18.00 hrs. The name of contact persons are as under: -

Headquarters Office : PRO / Caretaker / Estate Officer
ELGI Buildings : Shri. E.T. Muralidharan, Supdt. Cbe IV Division
Pollachi Divison : Shri. K.G. Sanishkumar, Supdt. Pollachi Division

27) It will be the prerogative of the Department to decide whether all the three contracts are to be awarded to one Contractor or to different contractors.

28) TERMS OF PAYMENT

i). The service provider will submit the monthly bill for claiming charges for having provided Security services in duplicate enclosing therein certificate, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.

ii) The service provider shall make regular and full payment of wages/charges, salaries and other payments as due, as per the labour laws and Minimum rates, to its personnel deployed for the said work and furnish necessary proof to this office in this regard as and when required.

iii) Actual deployment of personnel & their attendance.

iv) Proof of payments made to personnel deployed for previous month.

v) Proof of challan / receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for the payment made towards applicable Provident Fund, ESI & EDLI etc. for the previous month and proof of payment towards compliance of other statutory provision like Bonus for the previous month, if required by this office.

vi) The Commissionerate shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of service provider.

30) CHARGES AND PAYMENTS

Bills chargeable to the Commissionerate shall be paid after every month of services rendered, if found in order on the basis of availability of grant. In case of any complaint of non-fulfilment of any obligation under the contract, the Commissioner reserves the right to deduct the amount, due from the service provider from monthly bill(s).

31) PENALTIES

a) The Contractor will attract a penalty of an amount of Rs. 1000/- (Rs. One Thousand Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the Security services due to his absence or any other reason, which shall be recovered from the bills or otherwise.

b) The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.

c) In the event of failure in maintaining the Security services on any day up to desired standard, in part or full, the contractor is liable to penalty @ Rs. 2000/- (Rs. Two Thousand Only) per day, which shall be recovered from the bills or otherwise.

32) **Security Deposit/Performance Security:** On acceptance of tender, the successful bidder must provide Security Deposit/Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, equal to ONE MONTH'S amount for the services provided in favour of The Commissioner of GST and Central Excise, Coimbatore. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit will be refunded only after the successful completion of the contract. The

deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

- 33) **Earnest Money Deposit** (EMD) or bid security of Rs. 20,000/- (Rs. Twenty Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee, from any of the Commercial Banks in India, drawn in favour of The Commissioner of GST and Central Excise, Coimbatore Commissionerate. **The Hard Copy of original documents in respect of Earnest Money, must be produced** on or before Technical bid opening date/time as mentioned in critical date sheet.
- 34) The Bidder should clarify any doubt/query regarding the specification from Superintendent(PRO) / Caretaker / Estate officer on any working day between 9:30 am to 6:00 pm before 13s.02.2018.

Annexure-II
TECHNICAL BID (QUALIFYING BID DOCUMENT)

| | | |
|----|---|--|
| 1 | Name of the Registered Firm / Company | |
| 2 | Status of ownership Proprietary /Partnership / Company | |
| 3 | Address of the Firm / Company (with Tel. no./ Fax no. and E-mail) | |
| 4 | Name & Address of the Proprietor / Partners / Director with mobile numbers | |
| 5 | Contact Person (s) (with mobile number) | |
| 6 | Details of EMD of Rs. 20,000/- | |
| 7 | PAN No. of the firm as allocated by the Income Tax Department | |
| 8 | Service Tax Registration Number, if applicable | |
| 9 | Details of registration with E.S.I & Provident Fund, attach copy | |
| 10 | Annual turnover for 3 years | |
| 11 | License No. obtained from controlling authority under section 7 (5) of "The Private Security Agencies (Regulation)Act, 2005" (attach photocopy of license) | |
| 12 | List of present clients along with proof of Job order certificate. | |
| 13 | Whether the Service provider is Ex-Service man or an organisation of ex-service men | |
| 14 | Whether all the Security guards employed by the Service provider are fully ex-service men, or a combination of ex-servicemen and private persons or fully private persons | |

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 Balance Sheets of last 3 financial years.
- vii) Signed and scanned copy of License No. obtained from controlling authority under section 7 (5) of "The Private Security Agencies (Regulation) Act, 2005".
- viii) Signed and Scanned Copy of **Technical Bid Format.**

ANNEXURE-III
PRICE/ FINANCIAL BID DOCUMENT

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

PRICE BID UNDERTAKING

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

To,

Dear Sir/Madam,

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

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes except 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 understand that in case any deviation is found in the above statement at any stage, my concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:
Signatory of the firm/

Signature of the authorized

Place:

Company/Organization

Office Stamp/Seal:

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

Date:

To,

The Commissioner of GST and Central Excise
6/7 A.T.D. Street, Race Course Road
Coimbatore 641018.

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/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-VI

SCOPE OF WORK

The duties of security guards will be as follows:-

- 1) To keep vigil & Patrolling of the office buildings tabled below :

| S. NO | NAME OF THE OFFICE AND ADDRESS | LOCATION | MINIMUM NO. OF GUARDS TO BE DEPLOYED |
|-------|---|-------------------------|--|
| 1 | OFFICE OF THE CHIEF COMMISSIONER OF GST AND CENTRAL EXCISE, COIMBATORE ZONE, COMMISSIONER OF GST AND CENTRAL EXCISE , COIMBATORE AND COMMISSIONER (APPEALS-I), 6/7 A.T.D. STREET RACE COURSE, COIMBATORE 641018 | RACE COURSE, COIMBATORE | 3 GUARDS FOR 24 HOURS (EACH 8 HOURS) |
| 2 | OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE, COIMBATORE I / II / III / IV DIVISIONS & CBE II A / II B / IV B / IV C, III C RANGES, 1237 ELGI BUILDINGS, TRICHY ROAD, COIMBATORE 641018 | TRICHY ROAD, COIMBATORE | 2 GUARDS for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m) |
| 3 | OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE, POLLACHI DIVISION, JOTHI NAGAR D COLONY, POLLACHI 642 001. | POLLACHI | 2 GUARDS for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m) |

FOR THE FINANCIAL YEAR 2018-19 i.e. from 01.04.2018 to 31.03.2019 and safeguard the properties, assets and other materials from theft, pilferage, destruction, sabotage, fire and subversive activities by anyone during the period of contract.

- 2) Services for security to be provided during the period of contract on round the clock all days on 8 hrs. Shift basis.
- 3) Any untoward incident which is a threat to the security at the above mentioned locations have to be intimated to the respective controlling officers of the Office buildings in the respective locations.
- 4) The security personnel shall ensure that authorized persons / vehicles are permitted to enter/ exit the area covered under their security.
- 5) The Security guard is required to maintain a register in the format prescribed so as to ensure that all the persons other than the officers/employee of the Department are allowed entry only after entering particulars such as name, vehicle number, purpose, the person or the house they intend to go / meet, etc.
- 6) The security guards will also attend to any other work as & when directed by the Central Excise, authorities by mutual arrangement / agreement.

Annexure-VII

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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

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

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