



**DIRECTORATE GENERAL OF GST INTELLIGENCE
COIMBATORE ZONAL UNIT**

155-1 Lakshmanan Street, Behind Ukkadam Bustand, Ukkadam,
Coimbatore 641 001

E-mail: admin.dggsti-cbzu@gov.in

F.No.ADMN/DGGI/CoZU/93/2018

Dated:19.12.2018

NOTICE INVITING TENDER

Sub: Notice for Inviting of Tender (NIT) for supply of File Compactor System to the Office of the Additional Director General, Directorate General of GST Intelligence, Coimbatore Zonal Unit.

E-Tenders (in prescribed format) are invited from the reputed/branded/original equipment manufacturers/authorized dealers/suppliers through E-procurement portal for supply of File Compactor System of reputed/well-known brands/OEM as per the specifications mentioned below in the **Schedule-I** for the Office of the Additional Director General, Directorate General of GST Intelligence, Coimbatore Zonal Unit. The last date for filing the Bid through Central Public Procurement Portal (CPP for short) is **10.01.2019 04.00 p.m.**

SCHEDULE -I

| SPECIFICATION AND OTHER REQUIREMENTS | |
|---|--|
| Number of Bays | 3-Bay |
| Type of Drive | Mechanized Drive Type |
| Number of Single Faced Fixed / Static Bodies | 1 |
| Number of Single Faced Movable Bodies | 1 |
| Number of Movable Bodies (= A) | 5 |
| Number of Shelves in Each Section / Cabinet | 4 Shelves/5 Compartments |
| Load Carrying Capacity of Each Shelf (Kg) | 70-80 Kg |
| Delivery Condition of Movable File Storage System | Knock down |
| Free Assembly and Installation Commissioning of knocked down supply | YES |
| Shelves in the cabinets | adjustable |
| Every Base frame fitted with | one pair of anti-frictional ball bearing |
| Guide rail provided with | Stopper |
| Indexing arrangement | 2 MM thick clear transparent acrylic sheet and having another dimension of 155MM/106MM |
| Anti-rust treatment for all the body components and rails | |
| Protective film on all the body components | |
| Aisle space | Minimum of 760 mm |

| | |
|--|---|
| MATERIAL | |
| M S Sheet Thickness of the Cabinet Body (mm) | 0.8 mm thick CRC sheet conforming to IS 14246 |
| M S Sheet Thickness of the Shelf Panels (mm) | 0.8 mm thick CRC sheet conforming to IS 14246 |
| M S Sheet Thickness of the Door Panels (mm) | 0.8 mm Continuously pre-painted galvanised steel sheets with protective film 40-45 Micron as per IS 14246 |
| Height of base frame ±2(mm) | 65 mm |
| Height of track and moving clearance ±2(mm) | 35 mm |
| Material of Stud | Rubber stud between bodies |
| Material of base frame | C Channels of size 45 x 120 x 45 mm confirming to IS 2062/IS 1079 |
| Material of guide rail | Consists of J-Section 2MM thick H R Sheet and 25MM thick square bright bar both connected by screws. |
| Material of 'C' Channel | H R Sheet 2MM thick conforming to IS:1079/Latest |
| Drive cover material | 1MM thick CRCA conforming to IS:513/Latest and box type construction |
| Number of Folds in Shelf Panels | 10 |
| DIMENSION | |
| Overall Height of the Cabinet from the ground in mm ±10 (mm) | 2130 |
| Depth of the Cabinet ±10(mm) | 457 mm |
| Width of the Cabinet in mm (± 5 mm) | 915 mm |
| Minimum Excess Rail Length in addition to Filing Cabinet Covering (For Aisle working) (mm) | 1200 mm |
| Pitch of all the shelves | 25.4mm |
| Aisle space inside of units | 760 mm |
| FINISH | |
| Paint | all the body components should be pre-coated with protective film polyester finish. |
| WARRANTY | |
| Warranty Period IN NUMBER OF YEARS | 1 |
| DOORS AND LOCKING | |
| Central Locking System for locking entire compactor unit | |
| Safety Lock for each Movable Body | |
| Fitting of stopper | fitted to the rail |
| Handle | Wheel Type |
| CERTIFICATION REQUIRED | |
| Test reports for materials used to be furnished to buyer on demand | |
| BIFMA certification | |

| |
|--|
| OEM of offered product is ISO 9001:2015 certified |
| OEM of offered product is ISO 14001:2015 certified |
| OEM of offered product is ISO 18001:2007 certified |

2. The complete tender document containing general terms & conditions, pre-Qualification requirements etc. are available on <http://eprocure.gov.in> and can be downloaded free of cost.

Tender Critical Date Sheet

| | |
|---|---|
| Tender Publishing Date | 19.12.2018 |
| Bid document download start date and time | 20.12.2018 10.00 a.m. |
| Clarification start date and time | 20.12.2018 10.00 a.m. |
| Clarification end date and time | 20.12.2018 06.00 p.m. |
| Bid Submission Start Date & Time | 21.12.2018 08.00 a.m. |
| Premises visit date | 24.12.2018 between 10.00 a.m to 5.00 p.m. |
| Bid Submission Closing Date & Time | 10.01.2019 04.00 p.m. |
| Technical Bid Opening Date & Time | 11.01.2019 05.00 p.m. |

3. Interested bidders/supply agencies/ reputed firms supplying such mobile filing system on all India basis may submit their bids in the prescribed format with all the necessary documents online with digital signature at <http://eprocure.gov.in> on or before bid submission closing date & time.

The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in> and to follow the terms and conditions provided therein for online submission of bids.

4. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> 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 bidder is liable to be banned.

5. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. Earnest Money Deposit (EMD) or bid security of Rs.12,000/- (Rupees Twelve thousand only) shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at Coimbatore, in original, in favour of the "Pay and Accounts Officer, GST and Central Excise, Coimbatore" and must reach the tender inviting authority at 155-1 Lakshmanan Street, Behind Ukkadam Bus Stand, Ukkadam, Coimbatore 641 001 and 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. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30 (thirty) days after the Lease Agreement is signed. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. Tenders not accompanied with EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD". 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.

7. Technical Bid will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.

8. Submission of Tender: -

(a) The tender shall be submitted online in two parts viz., Technical Bid & Price Bid.

(b) 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.

(c) The offers submitted by Fax/email/Post will not be considered. No correspondence will be entertained in this matter.

9. For any queries regarding the bidding procedure, the following persons are to be contacted:

1. Shri N.Ramkumar, Deputy Director (Admin) Mobile No. 9500158554
2. Shri K.S.Raghunathan, Senior Intelligence Officer Mobile No. 9789595155

Encl: As above

Sd/- 19.12.2018
(N.RAMKUMAR)
DEPUTY DIRECTOR
COIMBATORE ZONAL UNIT

1. System Administrator, CBIC to upload in CBIC website.
2. The Commissioner, Central Tax, GST Comm'te, Coimbatore with a request to upload Tender notification on Dept. Web site.

ANNEXURE-I
SCOPE OF WORK AND TERMS & CONDITIONS

Scope of Work: Supply of mobile filing system as per the specification in
SCHEDULE-I

Terms & Conditions

1. The Bidder must quote and supply only the mobile filing system of reputed Brands / original equipment manufacturing companies and Bid for unbranded items will not be entertained.
2. Bids must comply with the specifications mentioned at **Schedule – I**. The bidders must supply and quote for only branded mobile filing system and Bidders may quote their rates inclusive of all charges. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during the validity period.
3. The bidders may quote the price only in the **BoQ Format** available in the CPP Portal. They may quote unit price exclusive of GST and the system will auto populate the total amount inclusive of GST. No payment over and above the prices quoted (except GST) in the Tender shall be made by the Department.
4. The price should include supply and installation at the said premises and warranty would commence from the date of commissioning. No delivery charges will be paid extra.
5. The method of selection will be **on the L-1 basis** viz., the bidder quoting lowest total amount.
6. The supplier should **be registered with the GST** and should upload a copy of the Registration Certificate.
7. The mobile filing system supplied by the bidders should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. This Office retains the right of taking any action including termination of the contract without assigning any reasons.
8. The Bids should be signed by the authorised person and his full name, designation, contact no. viz., Telephone/Mobile no. should be indicated below his/her signature and a proof of identity should be submitted along with the bid.
9. The bidder should have a Service Centre/authorised Service Centre situated at Coimbatore.
10. The Additional Director General, DGGI, Coimbatore Zonal Unit, Coimbatore reserves the right to accept or reject any of the tender/bid without assigning any reason to the supplier.

11. Payment against bill/invoice will be made only after supply/installation and observance of satisfactory quality of the item.
12. Under no circumstances the successful firm/bidder will appoint a sub – contractor or sub-lease the contract for the supply of mobile filing system.
13. The bidder should have annual turnover of Rs 2 crores in the past three years. They should upload the balance sheets of last three years to support their claim.
14. Successful bidders should produce necessary certificates as to the quality of the materials used for the components before award of the contract.
15. The bidders are required to possess the following certifications and should upload copies of the certificates while filing the bid.
 - a. BIFMA certification.
 - b. OEM of offered product is ISO 9001:2015 certified.
 - c. OEM of offered product is ISO 14001:2015 certified.
 - d. OEM of offered product is ISO 18001:2007 certified.
16. The successful bidder shall supply the Mobile filing system to the Office of the Additional Director General, DG GST Intelligence, Coimbatore Zonal Unit, Coimbatore and get it installed / assembled/ fixed at the said office by deploying proper technical person.
17. This office will not bear any travelling/lodging/boarding expenses of the persons deployed when he/she visits Coimbatore.
18. The supply and installation of the mobile filing system so approved by the Department should be completed within 15 days from the date of issue of work order, failing which the order shall be liable to be cancelled and this office reserves the right to place the order to the next bidder.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

Annexure-II
Summary of Documents to be submitted

A. Technical Bid: -

The following documents are to be furnished (uploaded) by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and Scanned Copy of Tender Acceptance Letter (As per Annexure-B).
- iii) Signed and Scanned copy of Certificates like GST Registration, PAN, P & L Accounts of last three years, BIFMA Certification, OEM Certifications as mentioned in para14 of Annexure I.
- iv) Signed and Scanned Copy of Annexure-I (Terms & Conditions annexure).

B. Price Bid: -

- (a) Signed and Scanned Copy of Price bid undertaking (As per Annexure-C).

ANNEXURE- III

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 enrol 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 Enrolment" 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 (Digital Signature Certificate) 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) 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) 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 PDF 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 PDF file.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person in Office of the Additional Director General, Directorate General of GST Intelligence, Coimbatore Zonal Unit, Coimbatore

- 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.

ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER for Supplying branded Mobile filing system to the Office of the Additional Director General, Directorate General of GST Intelligence, Coimbatore Zonal Unit

| Sl.No. | Description | |
|---|---|--------|
| 1 | Name, Address & Telephone of Organization /Firm. | |
| 2 | Proprietors/ Directors | |
| QUALIFYING CRITERIA FOR TECHNICAL BID: | | |
| 1 | Brand name or name of the OEM of the Mobile filing system proposed to be Supplied | |
| 2 | GST Registration (please upload copy of GST Registration) | |
| 3 | PAN No (please upload a copy) | |
| 4 | Annual Turnover in last three years. (Please upload balance sheets/P & L Account of last three years). | |
| 5 | Product Catalogue / brochure with legible pictures, model name and number and specifications in respect of dimensions, material, colour, warranty etc., is enclosed | Yes/No |
| 6 | Details of EMD submitted. | |

Note: Please note that if any of the qualifying criteria and supporting documents are not enclosed the bid will be rejected.

Note: Bidders should not quote price here.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.

(Signature)

Name of Representative:

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

Date:

To
The Additional Director General,
Directorate General of GST Intelligence,
Coimbatore Zonal Unit,
Coimbatore.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Supply of Mobile filing system to Coimbatore Zonal Unit.

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 (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/ organization to have also been taken into consideration, while submitting this acceptance letter.

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

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

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

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-C

PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BoQ_xls (**sample given at next page**)

PRICE BID UNDERTAKING

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

To,

Dear Sir/Madam,

I submit the Price Bid for _____ (please indicate only the Bid ID No) 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 in BoQ format, which is inclusive of all applicable taxes/other charges except GST.

Yours faithfully

Signature of bidder
with Office Seal

SAMPLE BoQ

Tender Inviting Authority: <ADG DGGI COIMBATORE ZONAL UNIT>

Name of Work: <SUPPLY OF MOBILE FILING SYSTEM FOR COZU >

Contract No: <ADMN/DGGI/CoZU/93/2018>

| Name of the Bidder/ Bidding Firm / Company : | | | | | | | |
|--|--|------------------|----------|--------|--|-----------------------|-----------------------|
| PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) | | | | | | | |
| NUMBER # | TEXT # | TEXT # | NUMBER # | TEXT # | NUMBER # | NUMBER # | TEXT # |
| Sl. No. | Item Description | Item Code / Make | Quantity | Units | BASIC RATE In Figures To be entered by the Bidder in Rs. P | TOTAL AMOUNT in Rs. P | TOTAL AMOUNT In Words |
| 1 | 2 | 3 | 4 | 5 | 7 | 8 | 10 |
| 1 | Supply of mobile filing system for CoZU as per the Specifications contained in Annexure I to the Notice Inviting Tender. | item1 | 1.00 | Nos | | | |
| 2 | GST If any | Item2 | 1.000 | Nos | 0.00 | 0.00 | INR Zero Only |
| Total in Figures | | | | | | 0.00 | INR Zero Only |
| Quoted Rate in Words | | | | | INR Zero Only | | |

Note:

1. This is a **sample Bid**. Bidders need not fill this and are required to fill the details only **in the BoQ format available in the CPP Portal**.
2. Bidders need to fill the coloured cells only.
3. Rate quoted should be per piece and exclusive of GST. The system will auto calculate total amount and GST.