NATION TAX MARKET

सत्यमेव जयते

Office of the Assistant Commissioner,

कार्यालय सहायक आयुक्त

Goods and Service Tax Division,

केन्द्रीय माल एवम् सेवाकर **मंडल**

Giani Zail Singh Nagar, Opposite Sangha Hospital,

Ropar.

ज्ञानी जैल सिंह नगर, रोपड़

C. No. I-22(1)Admn/Ropar/2017/Pt.1097 Dated : - 29.08.2018

सेवा में,

सहायक आयुक्त (Systems),

केन्द्रीय माल एवम् सेवाकर आयुक्तालय,

चंड़ीगढ़.

महोदय,

विषय: **Forwarding of Tender Notice for uploading in Departmental Portal- reg.**

Please find enclosed herewith Tender Notice in respect of Outsourcing of Housekeeping Services to upload on departmental portal i.e. www.cex.chd1.gov.in . This is for your information & necessary action please.

भवदीय

संलग्न: **as above**

Sd/-

सहायक आयुक्त

Copy forwarded to the Additional Commissioner, CGST Sub-Comm'te, Mohali (Chandigarh)/ Superintendent (Systems), Central GST Commissionerate, Ludhiana for information please.

सहायक आयुक्त

Assistant Commissioner,
Central GST Division,
Ropar

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Office of the Assistant Commissioner,
कार्यालय सहायक आयुक्त
Goods and Service Tax Division,
केन्द्रीय माल एवम् सेवाकर **मंडल**
Giani Zail Singh Nagar, Opposite Sangha Hospital,
Ropar.
ज्ञानी जैल सिंह नगर, रोपड़
Email:- ropardivision@yahoo.co.in **Tel:-01881-222880**
C.No. . I-22(1)Admn/Ropar/2017/Pt **Date:-29.08.2018**

NOTICE INVITING TENDER FOR OUTSOURCING OF HOUSEKEEPING/ MULTITASKING SERVICES ON TEMPORARY BASIS

1. Online e-tenders are invited for and on behalf of the President of India by the Assistant Commissioner, GST Division , Ropar for providing housekeeping/ multitasking services for office premises of GST Division, Ropar situated at Giani Zail Singh Nagar, Opposite Sangha Hospital, Ropar for the period **01.10.2018 to 31.03.2019.**

2. The tender documents will be available on official website https://eprocure.gov.in/cppp/ and departmental websites www.cbec.gov.in, www.centralexciseludhiana.gov.in & www.cex.chd1.gov.in from 29.08.2018 and the bid forms and other details can be obtained from there.

3. **Bid Submission:** Bids shall be submitted online at CPPP website: https://eprocure.gov.in/eprocure/app. They shall be submitted in two parts viz. technical bid and financial bid. The offers submitted by Post/Courier/ Telegram/Fax/email etc. shall not be entertained.

4. The critical dates for the tender submission and processing are as under:

	Tentative date
Tender Up-loading date on CPPP and CBEC portals	30.08.2018
Start date of submission of bid	30.08.2018 (9 AM)
Last date of submission of bid	21.09.2018 (4 PM)
Technical Bid opening date	24.09.2018 (11 AM)
Financial Bid opening date (Only for those bidders who have qualified in the Technical Bids)	Will be informed accordingly

5. Interested bidders are advised to visit CPPP website https://eprocure.gov.in/eprocure/app and departmental websites regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

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

Assistant Commissioner
Assistant Commissioner,
Central GST Division,
Ropar

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Government eProcurement System

eProcurement System Government of India

Tender Details

Date : 30-Aug-2018 02:38 PM

Print

Basic Details

Organisation Chain	Department of Revenue||Central Board of Excise and Customs||GST Sub-Commrt Mohali under Ludhiana||GST Division Ropar-Mohali under Ludhiana		
Tender Reference Number	I-22(1)Admn/Ropar/2017/Pt		
Tender ID	2018_DREV_378017_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	Yes
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline

S.No	Instrument Type
1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT FOR OUTSOURCING OF HOUSEKEEPING SERVIES IN RESPECT OF GST DIVISION ROPAR
2	Finance	.xls	Boq for uploading quotations for housekeeping services for GST Division Ropar

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	ADMINISTRATIVE OFFICER(ADMN), ROPAR	EMD Payable At	ROPAR

Work /Item(s)

Title	OUTSOURCING OF HOUSEKEEPING SERVICES
Work Description	HIRING OF HOUSEKEEPING SERVICES FOR GST DIVISION ROPAR ALONGWITH RANGE OFFICE
Pre Qualification Details	Please refer Tender documents.
	NA

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Independent External Monitor					
Tender Value in ₹	0.00	Product Category	Manpower Supply Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	30	Period Of Work(Days)	0
Location	ROPAR AND NAYA NANGAL	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	GIANI ZAIL SINGH NAGAR, ROPAR
Should Allow NDA Tender	No	Prequalification Approval Date	NA	Allow Preferential Bidder	No

Critical Dates

Publish Date	30-Aug-2018 04:00 PM	Bid Opening Date	24-Sep-2018 11:00 AM
Document Download / Sale Start Date	30-Aug-2018 05:00 PM	Document Download / Sale End Date	21-Sep-2018 04:00 PM
Clarification Start Date	30-Aug-2018 05:00 PM	Clarification End Date	21-Sep-2018 04:00 PM
Bid Submission Start Date	30-Aug-2018 05:00 PM	Bid Submission End Date	21-Sep-2018 04:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf	NOTICE INVITING TENDER FOR HOUSEKEEPING SERVICES IN RESPECT OF GST DIVISION ROPAR ALONGWITH RANGE OFFICE	3132.06

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	BOQ	BOQ_396584.xls	BOQ FOR UPLOADING QUOTATIONS FOR HOUSEKEEPING SERVICES IN RESPECT OF GST DIVISION ROPAR AND RANGE OFFICE	279.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sharmarenu2021@gmail.com	Renu Bala Sharma	Renu Bala Sharma
2.	ravinderexcise.2008@rediffmail.com	Ravinder Kumar	Ravinder Kumar
3.	tarlochan_mangat@yahoo.co.in	Tarlochan Singh	Tarlochan Singh

Tender Inviting Authority

Name	ASSISTANT COMMISSIONER, ROPAR
Address	GIANI ZAIL SINGH NAGAR, OPPOSITE SANGHA HOSPITAL ROPAR

Tender Creator Details

Created By	Renu Bala Sharma
Designation	Superintendent
Created Date	30-Aug-2018 02:26 PM

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Annexure-I

GENERAL TERMS AND CONDITIONS

1. The contractor will, prior to the commencement of the operation of contract, make available to the department, particulars of all the employees who will be employed. Such particulars inter-alia should include age, date of birth, photograph, local and permanent address, qualification etc. of the employees so deployed. Any change or addition in this regard should be notified immediately to the Assistant Commissioner, GST Division, Ropar.

2. **Earnest Money Deposit (EMD)** of Rs. 10000/- (Rupees Ten thousand only) in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of "**Administrative Officer, GST Division, Ropar**" shall accompany the technical bid/qualifying bid. Technical bids/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 may be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee.

3. **Performance Guarantee**: The successful bidder has to submitan amount equal to **one month's payment** as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank/Demand Draft /Banker's cheque of a schedule bank drawn in favour of "Administrative Officer, GST Division, Ropar"** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.

4. The rates shall be valid for a period of at least six calendar months from the date of opening of the financial bid.

5. The contractors should satisfy themselves before submission of the Rates/Quotations that they meet the qualifying criteria and capability as laid down in the Annexure-IV.

6. A minimum no. of persons as mentioned in Annexure-II, would have to be deployed by the agency to avoid exploitation of workers.

7. **The Contractors must comply the Rates/Quotations, specification and all terms and conditions of contract. No deviation in terms and condition of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by this office.**

8. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this office.

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9. The Contract will be awarded initially for the period of **01.10.2018 to 31.03.2019** subject to further extension from time to time. However, extension will be considered keeping in view the various factors such as prevailing market price, satisfactory performance of the firm and prevailing guidelines issued by Ministry of Finance.

10. Bidder should not indulge in employing child labour or any other malpractice in relation to Labour Laws or any other Laws applicable to the services provided by the bidder.

11. **Bidder shall quote their rates for the service to be provided as "Rate per sq. foot per month" which should include deductions towards PF, ESI, Pension and Bonus, Employer's contribution etc. and the same would not be payable over and above the rates thus quoted.**

12. In case of any default by the contractor in any of the terms and conditions (whether General or Special), the GST Division, Ropar may, without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Contractor.

13. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out or mishap, if any that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed /indemnified by the Contractor.

14. Contractor shall in no case lease / transfer / sublet / appoint care taker for services.

15. No other person, except Contractor's authorized representative, shall be allowed to enter the office.

16. Within the premises of the building, the Contractor's personnel shall not do any private work other than their normal duties.

17. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

18. Contractor shall be solely responsible for payment of wages/charges/compensation other benefits and allowances to his personnel applicable under Minimum Wages Act and other Allied Acts. He shall also comply with the Collectorate rates being changing from time to time. The office shall have not liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

19. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by the persons deployed by him.

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20. For any absence/ non-engagement, no charges will be paid and in addition a penalty of Rs. 150/- per day may be levied on the contractor.

21. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.

22. **The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid.**

23. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds of such action.

24. The bidder should ensure the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.

24. **GST Division, Ropar** reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.

We agree to the above terms and conditions.

Encl:
Annexure-I: General Terms & Conditions
Annexure-II: Area of building
Annexure-III: Scope of Work
Annexure-IV: Technical Bid
Annexure-V: Financial Bid
Annexure-V: Financial Bid (BOQ format)
Annexure-VI: Acceptance Letter
Annexure-VII: Instructions for online bid submission

Signature with Date

Name of the Firm
Seal

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ANNEXURE – II

Area of buildings of GST Division Ropar for housekeeping/multitasking services.

S.No.	Name of the formation	Present location	Current Carpet Area (in sq. ft.)	Minimum No. of manpower that must be deployed
(1)	(2)	(3)	(4)	(5)
1.	CGST Divisiojn, Ropar	Giani Zail Singh Nagar, Opp. Sangha Hospital, Ropar.	15600	2
	CGST Range, Naya Nangal (Divisiojn Ropar)	NFL Complex, Naya Nangal	1666	1

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ANNEXURE – III

SCOPE OF WORK

The broad details of work covered under the scope in enumerated as follow:

(I) Cleaning, sweeping and wiping of floors. **The cleaning material shall be provided by the department.** The premise is to be maintained from hygienic point of view.

(II) Thorough cleaning of toilet/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.

(III) Movement of files, furniture and other office equipments, Photostat copying work, whenever required.

A. JOB TO BE CARRIED OUT DAILY

(i) Cleaning of toilets, windows, wash basin and other fittings, water Coolers, with phenyl/ Lysol twice a day.

(ii) Cleaning of corridors, staircase and common area with disinfectant in the morning and with plain water in the afternoon.

(iii) Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, computer, cupboard, air conditioners, almirah, filling cabinets, glass panes etc., and collecting waste paper, sweeping garbage, unwanted material, etc. and its disposal at indicated locations.

(iv) Cleaning of rooms by mopping floor with cloth soaked in water.

(v) Providing toilets with liquid soap, naphthalene balls and deodorant blocks. Liquid soap is to be kept in upside down and pour type steel or plastic containers.

(vi) The contractor shall refill the sanitary cubes, cakes, odonil, air purifier, air freshners, tissue paper dispenser, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc,[to be provided by the Administrative Officer(Admn)] from time to time and as and when required.

(vii) Miscellaneous services such as serving of drinking water / refreshment etc., during Conference / Meetings / Seminars and visit of Assessees.

(viii) General maintenance and up keeping of the entire office premises.

(ix) The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place .

B. JOBS TO BE CARRIED OUT WEEKLY

(i) Washing of floors with surf/vim/soap and water or any other cleaning operation.

(ii) Cleaning of window panes with mild detergent and any other cleaning operation assigned / required.

(iii) Vacuum cleaning in the computer section, all computers in the office and the sofa sets twice a week.

(iv) If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor.

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C. **OTHER CONDITIONS**

1. Sweeping, cleaning, dusting, multitasking etc. shall be completed before 9.00 A.M. everyday.
2. The working hours will be from 08.00 to 16.30 hrs. daily including lunch break of half an hour.

3. **Bidders shall be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment of labour.** All existing statutory regulations of both the State as well as Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. CONTRACTORS not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.

4. **Bidders should pay to their personnel a minimum wages at the prevailing rate as fixed under Minimum Wages Act of contractual Labour or any other Act(i.e. at least basic minimum wages+Employer share of EPF+Employer share of ESI or any other Allowance) and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules. The contractor should ensure payment of increase in DA as and when announced by the Govt. for this payment, Contractor may take into account anticipatory increase in DA while making his bid. The service provider should also maintain Pay Roll containing the above details.**

5. The persons employed should work on all days except Sunday.

6. The contractor will provide his staff with the necessary uniform. The cost will be borne be the Contractor.

7. Manpower required for execution of the entire work, including transport, shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.

8. The Contractor shall, on award of the contract, furnish the list containing names, photographs and addresses of the workman sent to the Sub-Commissionerate for housekeeping/multitasking services for records.

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9. The contract rates shall include cost for all essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of the GST Division , Ropar.

10. The contractor shall have no claim against the GST Division, Ropar in respect of any work which may be withdrawn.

11. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer/Inspector (Hqrs) of the GST Division , Ropar. The personnel will render services every day including SATURDAYS except on NATIONAL HOLIDAYS (i.e. 26th Jan, 15th August. 2nd October, Holi, Diwali and Sundays and any other holidays/public holidays which are mandatory under labour laws). They will maintain cleanliness of toilets, lavatories, pantry, floors etc., and will attend to any unforeseen jobs as well as exigency of works. No extra payment of this shall be made. The rates of items of schedule of work include the cost of this provision as well.

12. Materials, consumables, appliances, tools and tackles shall be provided by the GST Division , Ropar.

13. The personnel will report to the Officer-in-charge assigned by the Department i.e. Superintendent(Hqrs.)/Inspector(Hqrs.) daily.

14. The Contractor or his authorized representative should report to the Superintendent (Hqrs.) daily. He shall visit the office daily to supervise cleaning activities.

15. In case of emergency and residual situations, the Contractor has to make the personnel available to cater for emergency services and urgent work entrusted by this office as and when need arises.

16. The Contractor should ensure that there is no scope for any Grievance from the personnel on delayed payment of wages or there is any decrease in their applicable wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of the Goods & Services Tax Department.

17. No escalation of price whatsoever would be allowed during the pendency/ currency of the contract.

18. The Service Provider shall exercise proper supervision of the work turned out by the deployed persons.

19. The Service Provider should be registered and well-established Housekeeping/ Security Agency and should have a sufficient experience in rendering such services to establishment of Central/State/Public Sector

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Organizations. A list indicating the Departments where the bidder has contract for Housekeeping/Multitasking services along with supporting documents should be submitted with bid.

20. The persons deployed by the service provider should have sound medical fitness, well behaved and should be well experienced and trained adequately to handle any type of cleaning/ housekeeping/multitasking and other works entrusted to them by the department.

21. The persons deployed should have knowledge of the local language and should not be changed by the contractor without prior intimation to the designated office of the department.

22. Being a Central Government Office, no security Deposit/ advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.

23. The Office of the service provider/ bidder/ should be located in Punjab & tricity (Chandigarh, Mohali, Panchkula) and the proof of address of the office would have to be furnished as a part of the tender.

24. Tender is likely to be rejected because of non-fulfillment of any of the above terms.

D. TERMS OF PAYMENT

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificate as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.

2. **The contractor shall make regular and full payment of labour charges, salaries and other payments as due by 5th of each month as per the labour laws to its personnel deputed under service contact and furnish necessary proof whenever required.**

3. The Contractor will be required to furnish proof of payments made to the following authorities:-

(i) Proof of challans/receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for payment made towards applicable provident fund, ESI and EDLI for previous month and proof of payment towards compliance of other statutory provision for the previous month.

(ii) The GST Division, Ropar shall release due amount to contractor after making recoveries, if any, through crossed account payee cheque/ECS in favor of contractor.

(iii) The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Contractor

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(iv) In case, the GST Division , Ropar receives any complaint regarding non-payment of wages to personnel, the amount payable to these personnel will be recovered from Agency/Contractor bill and paid to such personnel.

E. CHARGES AND PAYMENTS

Bills chargeable shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the GST Division, Ropar reserves the right to deduct the payment due from the contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with date _____

Name of the Firm _____

Seal _____

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ANNEXURE – IV

TECHNICAL BID

Pre-qualification requirements for award of contract for Housekeeping/Multitasking

1.	Name of the Organization/Firm	
2.	Name(s) of the Proprietors/Directors	
3.	Registered Address	
4.	Telephone No	
	Mobile No.	
	Fax No	
5.	Mobile No of Contact Person / Authorized Signatory	
6.	Permanent Account No. of the firm(PAN) (copy to be attached.)	
7.	Employees Provident Fund Number allotted by Regional Provident Fund Office (copy to be attached.)	
8.	Details of GST Registration (copy to be attached.)	
9.	ESI Registration No. (copy to be attached.)	
10.	Whether Earnest Money Deposited. Please tick the applicable choice.	(Yes/No)
11.	Experience in providing Manpower to PSU/ Govt. Organisation for last three (03) years (copies of the contract papers/ letters/ testimonials are to be attached) (atleast one previous contract with PSU/ Govt. Organisation is necessary)	

Note:- Non-submission of the above details/ documents will result in disqualification of bid.

DECLARATION

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

Note: Upload signed and scanned copies
of all the above documents

Signature with date
Name of the Firm
Seal

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ANNEXURE – V

NOT TO BE SENT IN HARD COPY (TO BE UPLOADED ONLY)

FINANCIAL BID

Proforma for Quotations rates

S.No. Col (1)	Name of the Office & Address Col (2)	Carpet Area (Sq. ft.) Col (3)	Rate per sq. ft. Col (4)	Monthly Amount (Rs.) Col (5)= Col (3)* Col(4)	Minimum No. of Manpower to be deployed Col (6)
1.	CGST Divisiojn, Giani Zail Singh Nagar, Opp. Sangha Hospital, Ropar	15600			2
	CGST Range, NFL Complex, Naya Nangal (Divisiojn Ropar)	1666			1
	Total	**17266**			3

Signature with date
Name of the Firm
Seal

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ANNEXURE – V (BOQ)

SAMPLE BOQ

(Bidders should not quote the price here. It should be given only in the BOQ format uploaded at the website)

Tender Inviting Authority: GST Division , Ropar

Name of Work: Outsourcing of Housekeeping/ multitasking services

Contract No: I-22(1)Admn/Ropar/2017/Pt.

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 relevent 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 #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	**Name of the Office & Address**	**Current Carpet Area (sq. ft.)**	**Number of Manpower to be deployed**	**Rate per sq. ft. In Figures To be entered by the Bidder in Rs. P**	**Monthly amount in Rs. P**	**TOTAL AMOUNT In Words**
1	2	4	7	13	53	55
1.01	CGST Divisiojn, Giani Zail Singh Nagar, Opp. Sangha Hospital, Ropar	15600	2		0.00	INR Zero Only
	CGST Range, NFL Complex, Naya Nangal (Divisiojn Ropar)	1666	1			
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

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Annexure-VI

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Date

_____

_____

_____

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/ Work :

_____

_____

_____

_____

_____

_____

Dear Sir,

1. I/ We downloaded / obtained the tender document (s) for the above mentioned 'Tender/ Work' from the website(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 the terms / conditions/ clauses contained therein.

3. The corrigendum (s) issued from time to time by your department / organization 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 it totality/ entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

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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 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/TCS/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 DSCs 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.

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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.

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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 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.

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.

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