



भारत सरकार
GOVERNMENT OF INDIA

OFFICE OF THE PRINCIPAL COMMISSIONER, CGST PUNE-I COMM'TE

प्रधान आयुक्त का कार्यालय, सी.जी.एस.टी./केन्द्रीय कर, पुणे-1 आयुक्तालय

GST BHAVAN (ICE HOUSE), 41/A, SASSOON ROAD, PUNE – 411 001

जी.एस.टी. भवन, ४१/ए, ससून रोड, पुणे – ४११००१

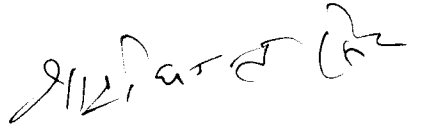
NOTICE INVITING E-TENDERS FOR PROCUREMENT OF OFFICE PREMISES ON MONTHLY RENTAL CHARGES FOR A PERIOD FROM DATE OF ALLOTMENT OF WORK TO INITIALLY FOR THE PERIOD OF THREE YEARS.

1. The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and www.cbec.gov.in from 04-03-2020
2. **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 “Instructions To Bidder for Online Bid Submission” provided in the **Annexure VII** of this notice for online submission of bids.
3. Bidders have to follow the “**terms and conditions**” provided in **Annexure-I** of this notice, Scope of work as provided in **Annexure-VI** of this notice and “Requirements of Bidder for Online Bid Submission” i.e. **Technical/Financial Bids**” provided in the **Annexure-II & Annexure-III** of this notice for online submission of bids and **submit an undertaking as prescribed under Annexure-IV** of this notice 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.
 - 3.1 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.
4. **Earnest Money Deposit (EMD)** or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt from any of the Commercial Banks in India, drawn in favour of Pay and Accounts Office, CGST Pune. **The Hard Copy of original documents in respect of Earnest Money, must be delivered to Shri Shashikant Singh, Deputy Commissioner (L&B), CGST Pune-I Commissionerate, ‘E’ Wing, 2nd Floor, 41/A, Sassoon Road, Opp. Wadia College, Pune 411001** on or before Technical bid opening 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.**
5. The bid forms and other details can be obtained from the website www.eprocure.gov.in (**CPPP Portal**).

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

Published Date	04-03-2020
Bid Document Download Start Date	04-03-2020
Bid Submission Start Date	04-03-2020
Clarification regarding the RFP (Request for proposal) Start Date & Time (excluding holidays)	04-03-2020
Clarification regarding the RFP (Request for proposal) End Date	25-03-2020
Bid Submission End Date	29-03-2020
Technical Bid Opening Date	1 st April, 2020

8. 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.
9. Bidders having less area than the required area mentioned in tender may also submit the bid for the area available with them.
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 parties 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.


(SHASHIKANT SINGH)
Deputy Commissioner (L&B)
CGST Pune-I Commr'te

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

Online e-tenders are invited for and on behalf of the President of India by the Additional Commissioner (L&B) CGST Pune-I Commissionerate, Pune for procurement of office space admeasuring up to 2300 - 2500 sq.ft. on monthly rental charges in Pune Municipal Corporation area **preferably housed next to GST Bhavan, 41/A Sassoon Road, Opp. Wadia College, Pune-411001 or in vicinity of this area or as close as possible to the said building** for the period from date of allotment of work order to initially for the period of three years. The bids are invited in a two-bid system (Technical and Financial) from eligible persons. The bidders fulfilling the requirements, as specified under the terms and conditions of this notice, shall be eligible to apply.

The hiring of office space will be for 3 (three) years initially which may be renewed from time to time, if required by the office.

1. The premises having following amenities/facilities and features will be preferred for consideration and will gain weightage:-

- (i) Copy of occupancy/completion certificate.
- (ii) Copy of Fire Safety Certificate issued by Fire Department.
- (iii) Copy of consent of Pune Pollution Control Committee as per provisions of the Environment (Protection) Act. 1986.
- (iv) Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA.
- (v) Please certify the kind of "Mortgage" of the property as reflected in your tender/offer documents.
- (vi) The building offered should be complete and suitable for use as office.
- (vii) The Building offered should be well furnished with cabins and cubicles / work stations ready to be occupied. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road. Finalization of rent, based on location and other amenities provided, is subject to certification by CPWD/ hiring committee and final approval/sanction by the Government of India as per the rules framed in this regard. Surrounding of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria for qualifying for the Technical Bid.
- (viii) There should be adequate natural lighting in the campus/compound.
- (ix) There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- (x) There should be adequate cross-ventilation.
- (xi) The building should have adequate fire safety measures and security measures as per legal requirement.
- (xii) The building should meet all other safety norms like earthquake resistance, flood Safety etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
- (xiii) The net carpet area should preferably be in a single independent building with multiple floors. Any bidder / bidders having lesser area than required can also submit their bids provided other technical requirements are met.

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- (xiv) The premises should have suitable power supply for commercial operations.
- (xv) Uninterrupted power supply for essential services and common area lighting.
- (xvi) There should be adequate open space for generators and provision for connecting them to the power supply lines.
- (xvii) The premises should have sufficient parking space for four wheelers / two wheelers. Earmarked parking exclusively for the hirer will be desirable.
- (xviii) All Building services such as Lifts (if it is 2nd floor and/or above), Power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, Telephone Connectivity should be fully operational at the time of submission of the offer by the Landlord.
- (xix) All internal and external walls should be painted with good quality paint at the time of handing over the premises to the office of the Principal Commissioner, CGST, Pune-I Commissionerate.
- (xx) There should be provision of ceramic tiles/marble flooring in general areas and wooden flooring/vitrified tiles in the cabins meant for senior officials.
- (xxi) Separate Bid for Separate premises should be filed.

The Financial bids of those who qualify on evaluation of Technical Bids by the Hiring Committee would be opened on a later date.

2. After opening the Technical bids and before opening of the Financial Bids physical inspection of the premises offered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.

3. In case the Technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

4. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and condition offered compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the "Hiring Committee" constituted by the office of the Principal Commissioner, CGST, Pune-I Commissionerate, for this purpose. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.

5. The monthly rent proposed to be charged should be mentioned per square feet of the carpet area which should be exclusive of all services and taxes and duties to be paid to various authorities and should be indicated separately in the financial bid only.

6. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within a week of acceptance of the offer by the Hiring Committee.

7. The offer should be valid for a minimum period of 6 (Six) months from the due date of opening of tender.

8. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.

9. The premises offered should have necessary construction approval/clearances from all Central/State Government/Local Bodies and should be legally free from all encumbrances.

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10. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.

11. Renewal of lease agreement after 3 years is also subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.

12. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents are liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time if deemed fit. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.

13. Selected party shall be required to sign a Lease Agreement with the designated authority of the office of the Principal Commissioner, CGST, Pune-I Commissionerate as a legal requirement. The agreement shall be signed initially for a period of 3 (Three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space link garden, inner roads etc.) for the entire agreement period of 3 (Three) years in the Financial Bid. Bidder may note that no increase in rental charges per month will be allowed during the initial 3 (Three) years of the agreement period. The said lease agreement is to be registered with the competent authority by the lessee on their own expenses.

14. The monthly rent will start as and when possession of the premises is taken over by the office of the Principal Commissioner, CGST, Pune-I Commissionerate. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.

15. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises (except GST) shall be borne by the owner/bidder.

16. The CGST Pune-I Commr'te, Pune shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates.

17. The cost of repair and maintenance of civil/electrical installation including Air Conditioning Plant, power back up (generator set), lifts and common areas etc. will be the responsibility of the owner / bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the office of the Principal Commissioner, CGST, Pune-I Commissionerate.

18. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of development of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the office of the Principal Commissioner, CGST, Pune-I Commissionerate. The internal security of the premises will be taken care of by the office of the Principal Commissioner, CGST, Pune-I Commissionerate. The bidder should make sure that the Lifts work smoothly during the period of contract.

19. The office of the Principal Commissioner, CGST, Pune-I Commissionerate at any time during the lease period/extended lease period may make temporary alteration like partitions, office fixtures and fittings to suit the requirement.

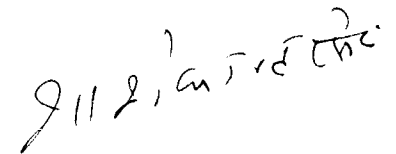
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20. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

21. The Additional Commissioner (L&B) CGST Pune-I Commr'te. reserves the right among any/all terms and conditions, as it deems necessary.

22. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

23. Participation in the tender process does not entail the bidders any commitment from the office of the Principal Commissioner, CGST, Pune-I Commissionerate. The office of the Principal Commissioner, CGST, Pune-I Commissionerate will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The office of the Principal Commissioner, CGST, Pune-I Commissionerate reserves the right to reject any/all offers without assigning any reasons.


(SHASHIKANT SINGH)
Deputy Commissioner (L&B)
CGST Pune-I Commr'te

ANNEXURE-II
TECHNICAL BID (Qualifying Bid Document)

Attach extra sheets, if required, which should also be signed.

SI. No.	Particulars	Details (Please tick/fill up with relevant)
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder) Permanent Account Number (PAN) whether assessed to tax and if so, particulars thereof.	
2.	Status of the bidder (Individual/Partnership Firm/Company/Society/Any other (specify)	
3.	Name of the person/party holding title to the property (hereinafter referred to as the owner) Permanent Account Number (PAN) whether assessed to tax and if so, particulars thereof.	
4.	Status of the owner (Individual/Partnership Firm/Company/Society/Any other (specify)	
5.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/Duly Authorised signatory of owner (Specify clearly)	
6	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. Including Mobile Numbers	
6.4	Fax Nos.	
6.5	Emails	
7	Contact details of the owner (if different from bidder)	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. Including Mobile Numbers	
7.4	Fax Nos.	
7.5	Emails	
8	Details of Property Offered	
8.1	Location and Address of the Property	
8.2	Is property having office use	
8.3	Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors	
8.4	Total plot area of the property where office is offered (complete land area including open spaces, constructed are with the boundary of property offered on rent) (in Sq.Ft.)	
8.5	Total carpet area on each floor offered for rent (in Sq. Ft.)	
8.6	Total carpet area (Total for all floors offered (excluding underground/covered parking areas) (in Sq. Ft.)	
8.7	Open area (open parking space inner roads, garden etc.)	
8.8	Covered parking area (garages underground parking etc. if any)	
8.9	Distance of property from Railway station	
8.1 0	Distance of property from Bus Stop	
8.1 1	Width of road on which the property is located	
8.1 2	Details regarding natural light and proper ventilation	
8.1 3	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date (enclosed documentary proof for the same.	
8.1	Parking space for car/vehicles available. Public parking	

4	places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space and open parking space may be indicated separately	
8.1 5	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any).	
8.1 6	Details of lifts capacity and number	
8.1 7	Details of available fire safety and security measures	
8.1 8	Whether suitable power supply for commercial operation is available.	
8.1 9	Whether adequate open space for installation of generator is available	
8.2 0	Details of the power back up, whether available or not	
9	Have you enclosed following documents along with this offer	
9.1	Copy property plan, duly approved by the competent authority/Govt. as the case may be	
9.2	If bidding as Power of Attorney owner, copy of duly constituted Power of Attorney. If bidding as authorised signatory of company/partnership firm, copy of requisite Board Resolution/Authority Letter etc.	
9.3	If the owner or the Power of Attorney of the owner is a partnership firm or a company/society etc. copy of partnership deed or Memorandum/Articles of Association of the Company Registration Certificate/Bye Laws etc. of the society, Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.4	If bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorised signatory of company/partnership firm, copy of requisite Board Resolution/Authority.	
9.5	If the bidder or the owner is a partnership firm or a company/society etc. copy of partnership deed or Memorandum/Articles of Association of the Company Registration Certificate/Bye Laws etc. of the society, Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.6	Any other relevant documents	
10	Maximum time required for completing in internal wall partition and other finishing works as per user requirements.	
11	Further general details relating to the building/location	
11. 1	Whether the proposed property/building is free from all encumbrances, claims, litigations etc. If not, give details of the nature and status of the encumbrances, claims, litigations	
11. 2	Whether the proposed building/property is physically vacant and available Ready to occupy	
11. 3	Whether it is an independent building for exclusive use by the Pune-I Commissionerate, Pune without sharing with any others user? If not give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for)	

11.4	Year of construction, Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation by the earlier leases	
11.5	Please specify the details of public transport facilities available to and from the premises	
11.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by Govt. or other authorities.	
11.7	Mention specifically any hazards associates with the building or surrounding which are harmful for human occupation.	
11.8	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc. if any, have been duly paid upto date. (enclosed documentary proof for the same)	
12.	Signage- The office of the Principal Commissioner, CGST, Pune-I Commissionerate requires the right to use its Logos and graphics at the entrance to its premises and within signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building facade.	
13.	Details of EMD of Rs.10000/-	

I have gone through the various terms and conditions mentioned in the Tender Documents and I agree to abide by them. I
Son/Daughter of solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours faithfully,

Place :

Signature:

Name :

Date :

Designation :

*Name of full and block letters

** Name in full and block letters.

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, GST 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 **bidder 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 **Technical Bid Format.**

ANNEXURE-III

PRICE/ FINANCIAL BID DOCUMENT

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

PRICE BID UNDERTAKING

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

To,
The Additional Commissioner (L&B)
CGST, Pune-I Commissionerate,
Pune-411001

Dear Sir,

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

Schedule of price bid in the form of BOQ_Officepremises.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_Officepremises.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_Officepremises.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned:

Sr. No.	Items Description	Rate per Sq. ft. per month	Total Amount
1	Hiring of Office premises		
	TOTAL		

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Signature of Authorized
Signatory with date

Name & full address:-

Telephone No.:-

Office:-

Residential:-

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/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date: Signature of the authorized Signatory of the firm/

Place: Company/Organization

Office Stamp/Seal:

Annexure-V

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

Date:

To,
The Additional Commissioner(L&B),
CGST Pune-I Commr'te
Pune-411001

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/ 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 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 ADDITIONAL WORK

- Round the clock general security to the premises, access control and regulation visitor movement.
- Periodical maintenance of the building which including painting/cleaning of the exteriors and all the common areas of the building.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all lifts including payment of AMC
- Lighting of common area and provision of consumables for the same.
- Provision and marking of building directory.
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Provision of signage pertaining to common services.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
- Regulating vehicle movement within the premises.
- Maintenance of green area and potted plants.

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 opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid 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		