



**DIRECTORATE GENERAL OF GOODS & SERVICE TAX INTELLIGENCE
AHMEDABAD ZONAL UNIT**

1ST FLOOR, PREEMA CHAMBERS, ABOVE CENTRAL BANK OF INDIA,
MITHAKHALI SIX ROADS, NAVRANGPURA,
AHMEDABAD-380 006.

PHONE NO. 079-26425154

FAX: 079-26406453

F. No. DGGI/AZU/D-31016/01/2018-19

Date: 09.05.2018

E-TENDER REFERENCE NO: 01/AZU/2018-19

The office of the Directorate General of Goods and Services Tax Intelligence (**hereinafter referred to as "DGGI"**), Ahmedabad Zonal Unit, intends to avail the services of an agency for "**Electrical Work**" of its office premises.

2. The office of the Directorate General of Goods and Services Tax Intelligence Ahmedabad Zonal Unit invites sealed tenders under **two part-bid system** (one for Technical Bid and one for Financial Bid) from reputed registered firms/companies engaged in providing "Electrical Work" in the premises of office of the DGGI, AZU situated at Ahmedabad, i.e. in the above mentioned address. The following documents, giving full details, are enclosed:

1.	Notice Inviting Tender	Annexure-I
2.	Qualification Criteria	Annexure-II
3.	Instruction for on-line bid submission	Annexure-III
4.	Technical Bid	Annexure-IV
5.	Financial Bid	Annexure-V
6.	Undertaking	Annexure-VI

3. The interested agencies are required to submit the technical and financial bids as per terms & conditions (Annexure I to V) given in tender document. It may please be noted that agencies which do not fulfill the pre-qualification requirement will not be considered. **Financial bid** of those Agencies which fulfill the terms and conditions (Annexure-I, II and III) will only be opened in the presence of the bidders present if any. The tender notice along with Annexure-I, II, III, IV & V can be obtained from the office of Directorate General of GST Intelligence, 1st Floor, Preema Chamber, Mithakhali Six Road, Navrangpura-380006, Ahmedabad on all working days from 10:00 hrs to 17:30 hrs or can be downloaded from the website www.cbec.gov.in and <https://eprocure.gov.in/eprocure/app>

4. The Additional Director General, DGGI, AZU reserves the right to accept or reject any or all the quotations/bids without assigning any reason whatsoever.

Tender Critical Date Sheet

Tender Publishing Date & Time	10.05.2018 at 15:00 Hrs.
Bid Download Start Date & Time	10.05.2018 at 15:00 Hrs.
Bid Submission Start Date & Time	11.05.2018 at 11:00 Hrs.
Bid Submission Closing Date & Time	26.05.2018 at 18:00 Hrs.
Technical Bid Opening Date & Time	28.05.2018 at 10:00 Hrs.

5. Interested bidders/Service Providers/ reputed firms may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time.**

Encl: As above.

-sd/-
(Mansi Trivedi)
Deputy Director (Admn.)
DGGI, Ahmedabad Zonal Unit

Copy to:

1. Notice Board, DGGI, Ahmedabad Zonal Unit.
2. Web Master CBEC for uploading.

ANNEXURE-I

NOTICE INVITING TENDER (NIT)

1. GENERAL

(A) The key details are as follows:

a.	Name/Nature of Work	<ul style="list-style-type: none">• Electrical Work in DGGI Premises i.e. 1st Floor, Preema Chamber, Near Mithakhali Six Road, Navrangpura, Ahmedabad.➤ Fitting of all electric equipments i.e. Fans, Tube light, Bells, LED bulbs etc.➤ Fitting of all switch board in all cabins and in hall area as per requirement of DGGI.➤ Installed whole main electric panel on first floor.➤ Whole wiring including air conditioner from main electric panel to cabin's switch board. <p>[All Electric equipments should be branded i.e. Crompton/Havells/Philips]</p> <p>[All switches/accessories should be "Anchor Roma/Havells/Crompton"]</p> <p>[Electric Wire should be "RR Kabel/Crompton/Havells"]</p> <p>[All Miniature Circuit Breaker Distribution should be Crompton/Havells/Indo Asian]</p> <p>Note: All equipments/accessories/MCB/Wire should be ISI Mark and heavy duty]</p>
b.	Approximate Cost of work	₹ 1,20,000/- (Appx.)
c.	Tender Document available for sale on website	From 10.05.2018 to 26.05.2018 (Upto 18:00 hrs) on e-tendering website https://eprocure.gov.in/eprocure/app and departmental website www.cbec.gov.in .
d.	Date & Time of opening of Financial Bid	Will be informed later on after the evaluation of Technical Bids (Only to the bidders who will successfully qualify in the Technical Evaluation.
e.	Validity of Tender Stipulated date of Commencement of work	60 days from the last date of submission of tender. Within seven days from the date of issue of "Letter of Acceptance" or as per the instructions of Officer in-charge.

(B) The DGGI, Ahmedabad Zonal Unit, reserves the right to postpone and/or extend the date of receipt/opening of Tenders or to withdraw the same, without assigning any reason thereof.

(C) The tenders are required to submit the complete Rates/quotations only after satisfying each and every condition laid down.

(D) Rates/quotations should be submitted and signed by the authorized representative of the contractor with its current business address.

(E) All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialling, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated.

(F) Contractor shall be fully responsible for theft, burglary, fire or mischievous deeds, if any, by his staff. Any loss due to any of above reasons shall be compensated by him in full.

(G) The duty hours for doing this work would be decided by the DGGI, AZU.

(H) If any tenderer/bidder required to visit the premises of DGGI, AZU, they may visit during office hours.

ANNEXURE-II

1. QUALIFICATION CRITERIA

(a) Eligible Applicant

- i. The tenders for this contract will be considered only from those Tenderers [proprietorship firms, partnership firms, companies, corporations etc.] who meet requisite eligibility criteria prescribed in NIT.
- ii. A tenderer shall submit only one bid in the particular tendering process.
- iii. Bidders who are having their office in Ahmedabad will be given preference.
- iv. Bidder should have valid PAN & GST Registration Number.
- v. The Tenderers are asked to quote their rate only on per square foot basis and not based on the number of persons to be deployed or per person basis.
- vi. Rates offered in the tender / quotation will not be enhanced during the period of contract. Any liability such as GST, EPF, ESI etc. shall be fulfilled/borne by the service provider and shall be deposited with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
- vii. **Work Experience** : The Tenderers will be qualified only if they have successfully completed work(s) in any Central Govt./state Govt./PSU"s or any reputed agency.
- viii. The intending Tenderers must be registered on e-tendering portal <https://eprocure.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.
- ix. Submission of Tenders shall be closed on e-tendering website of DGGI at the date & time of submission prescribed in NIT after which no tender shall be accepted. It shall be the responsibility of the bidder / tenderer to ensure that his tender is uploaded online on e-tendering website <https://eprocure.gov.in/eprocure/app> before the deadline of submission. DGGI will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.
- x. Tenders shall be valid for a period of **60 days** (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the latest Date of Submission of Tender.
- xi. DGGI reserves the right to accept or reject any or all proposals without

assigning any reasons. No tenderer shall have any cause of action or claim against the DGGI for rejection of his proposal.

- xii Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.

ANNEXURE-III

Instructions for Online Bid Submission

1. GENERAL

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>.

2. REGISTRATION

- a) 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.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) 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.
- d) 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.
- e) 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.
- f) 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.

3. SEARCHING FOR TENDER DOCUMENTS

- a) 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.
- b) 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.

- c) 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.

4. PREPARATION OF BIDS

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) 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.
- c) Bidder, in advance, should get ready the bid documents to be uploaded 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.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded 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.

5. SUBMISSION OF BIDS

- a) 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.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) 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 white 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.
- d) 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.
- e) All the documents being uploaded 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.

- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) 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.
- h) 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.

**TENDER FOR ELECTRIC WORK
TECHNICAL BID**

ANNEXURE-IV

TENDER REFERENCE NO. 01/AZU/2018-19

1.	Name & Address of the Tenderer organization/ agency with phone no., fax, e-mail, telephone/mobile of contact person.	
2.	Name (s) of the Proprietors / Directors	
3.	Experience in the Govt. / PSU, of work providing housekeeping services. (Attach Certificates)	
4.	Copy of GST Registration of firm/ organization/ agency/company.	
5.	Copy of PAN Card of firm/ organization/ agency/company.	
6.	Whether firm/agency/company/ organization has ever been blacklisted by any govt. /PSU. If yes, give details.	
7.	Any other information, if any.	

DECLARATION

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/We understand the in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

Signature of Authorized Signatory with Date -----

Name of the Firm -----

Seal -----

All Columns must be filled.

ANNEXURE-VI
(UNDERTAKING)

To,

The Deputy Director (Admn.)
O/o the Pr. Additional Director General,
DGGI, Zonal Unit,
Ahmedabad-380006

Sub: e-Tender for Electric Work-reg.

**Ref: 1) Your e-tender reference No. 01/AZU/2018-19
dated 09.05.2018.**

I/we have read the contents of the terms and conditions mentioned in your tender notice and it's Annexure-I, II, III & IV and agree to abide by the same.

Yours faithfully,

Signature of Authorized Signatory with Date -----

Name of the Firm -----

Seal -----