



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

1<sup>ST</sup> 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: 15.05.2018**

**E-TENDER REFERENCE NO: 02/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 service with material of an agency for "**Fixing Aluminium Partition**" 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 "Fixing Aluminium Partition" 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:

<b>1.</b>	Application Form	Annexure-A
<b>2.</b>	Scope of Work	Annexure-B
<b>3.</b>	Prequalification condition	Annexure-C
<b>4.</b>	Declaration	Annexure-D
<b>5.</b>	General Instructions	Annexure-E
<b>6.</b>	Format of Financial Bid	Annexure-F

3. The interested agencies are required to submit the technical and financial bids as per terms & conditions given in tender document. It may please be noted that agencies which do not fulfil the pre-qualification requirement will not be considered. **Financial bid** of those Agencies which fulfill the terms and conditions will only be opened in the presence of the bidders present if any. The tender notice along with Annexures can be obtained from the office of Directorate General of GST Intelligence, 1<sup>st</sup> Floor, Preema Chamber, Mithakhali Six Road, Navrangpura-380006, Ahmedabad on all working days from 10:00 hrs to 17:00 hrs or can be downloaded from the website [www.cbec.gov.in](http://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	<b>15.05.2018 at 15:00 Hrs.</b>
Bid Download Start Date & Time	<b>15.05.2018 at 15:00 Hrs.</b>
Bid Submission Start Date & Time	<b>15.05.2018 at 11:00 Hrs.</b>
Bid Submission Closing Date & Time	<b>28.05.2018 at 18:00 Hrs.</b>
Technical Bid Opening Date & Time	<b>30.05.2018 at 10:00 Hrs.</b>

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-A**

**Date:**

To,  
The Deputy Director,  
DGGI, Ahmedabad Zonal Unit,  
1st Floor, Preema Chamber,  
Mithakhali Six Road, Navrangpura,  
Ahmedabad-380006.

**Subject:- E-Tender for Work of "Fixing Aluminium Partition With One Sliding Door"-regarding.**

**Ref:** (1) Your e-Tender Ref. No. 02/AZU/2018-19.

I/We have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We quoted the rate including Material & Service Charges.

I/We quoted the rate inclusive of all duties/taxes.

I/We will not claim any extra charges other than the price quoted.

Yours faithfully,

**(Signature & Stamp of the tenderer/bidder)**

**SCOPE OF THE WORK:**

<b>Sr. No.</b>	<b>Description of Item/Work</b>
<b>1.</b>	Solid partition (Full Height): Providing & Fixing solid partition of appx. <b>240 Sq. Ft.</b> of anodized aluminum section <b>(not powder coating)</b> of 2" X 1.5" @ 2'-0" frame both ways including 6mm thick Pre-Laminated Ply Board on both side etc.
<b>2.</b>	Providing and fixing 35mm thick flush one door shutters of size 3' X 6' to be finished with Pre-Laminated Ply Board of approved shade on both sides finish with Melamine Polish of Choice, including necessary hardware like heavy duty door closer, Matt Steel Door Handle with Concealed dead lock etc. of ISI mark and approved specifications.

## **ANNEXURE-C**

### **PREQUALIFICATION CONDITIONS:**

- 1.** PAN/GSTIN to be provided. Attested proof of the same should be provided.
- 2.** Undertaking to complete the work within 7 days.
- 3.** The 'Service Provider' Shall sign and stamp each page of the tender document and submit the same with the technical bid.
- 4.** The 'Service Provider' shall be working or have worked with/for G.S.T./Customs/CPWD/Govt. Organisations in near past, proof of the same has to be provided.

**DECLARATION**

1. I..... Son/Daughter/Wife of Shri  
..... Proprietor/Partner/Director/Authorized  
signatory of ..... competent to sign this declaration  
and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide to them;
3. The information/document furnished along with the above application are  
true and authentic 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;
4. I understand that in case any deviation is found in the above statement at  
any stage, the concern shall be blacklisted and shall not have any dealing  
with the Department in future.

**Signature of authorized person**

**Date:**

**Name & Seal**

## **ANNEXURE-E**

### **GENERAL INSTRUCTIONS:**

- 1.** The Service Provider should submit all the documents attested by authorized person with the quotation.
- 2.** The technical bid will be opened first in the presence of the Tender Committee members. Financial bids of only technically qualified bidder should be opened in the presence of the Tender Committee Members. The bidders, if they wish, may remain present.
- 3.** For any clarification/inspection of the site etc. the interested parties may contact the Administrative Officer of DGGI, ZU, 1st Floor, Preema Chamber, Near Mithakhali Six Road, Navrangpura, Ahmedabad on any working day between 10.00 AM to 5.00 PM.
- 4.** Tender Document is available on **[www.cbec.gov.in](http://www.cbec.gov.in)** and **<https://eprocure.gov.in/eprocure/app>**
- 5.** 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.
- 6.** Tenderers are advised to keep in touch with e-tendering portal **<https://eprocure.gov.in/eprocure/app>** for updates.

## **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.