

	<p><b>DIRECTORATE GENERAL OF GST INTELLIGENCE</b>  <b>COIMBATORE ZONAL UNIT</b></p> <p>53,1ST MAIN ROAD, MEENA ESTATE, SOWRIPALAYAM, COIMBATORE-641028</p> <p>Tel: 0422-2320091 &amp; 2322852 Fax: 2320054 e-mail: <a href="mailto:admin.dggsti-cbzu@gov.in">admin.dggsti-cbzu@gov.in</a></p>
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**F.No.ADMN/DGGI/CoZU/59/2018**

**Dated: 31.05.2018**

**NOTICE INVITING e-TENDERS FOR SUPPLY OF MANPOWER FOR SECURITY SERVICE**

E-tenders are invited from reputed, experienced and financially sound/reputed Parties/ Agencies for annual contract for outsourcing of Security Services for the office located at the address given in the table below for one year from the date of the contract. Interested parties/ agencies preferably who have experience in providing security service and also willing to comply with the terms and conditions annexed to this notice, may submit their bids online in the Central Public Procurement Portal (CPPP for short) on or before **25.06.2018 at 18.00hrs.**

Sl. No	Name of the Building	Minimum no. of guards to be deployed
1	Office of the Deputy Director, DGGI, Hosur Regional Unit, 222/1A1, Shanthi Nagar, Ward-B, Block 73, 100 Feet Road, Near RC Church, <b>Hosur 635 126</b>	2 GUARDS (Each 8 hrs) for Working days and 3 GUARDS (Each 8 hours) on Saturdays, Sundays and Closed Holidays.

*Note : As per the Ministry of Labour and Employment's Notification in the Gazette of India, dated 3<sup>rd</sup> April 2018, Hosur and its UA (Urban agglomeration) has been classified as Area-C for determining the rate of Minimum wages per day.*

<u>DATA SHEET</u>	
Item	Description
Name of the Hirer	Govt. of India Ministry of Finance Department of Revenue Office of the Additional Director General Directorate General of GST Intelligence (DGGI) Coimbatore Zonal Unit 53,1ST MAIN ROAD, MEENA ESTATE, SOWRIPALAYAM, COIMBATORE-641028
Tender Inviting Authority	Additional Director General, DGGI, Coimbatore Zonal Unit COIMBATORE-641028
Tender Name	Tenders for Supply of Security Services for Office of the Deputy Director, DGGI, <b>Hosur Regional Unit</b> , Hosur
Tender No. and Date	F.No.ADMN/DGGI/CoZU/59/2018 dated 31.05.2018

Method of Selection	L-1
Availability of Tender Documents	Can be downloaded from Central Public Procurement Portal at <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
Date of Tender notice issuance	31.05.2018
Last date and time for Bid/Proposal submission on or ( before)	<b>25.06.2018 – 18.00 Hrs.</b>
Bid Opening Time, Date & Venue	<b>27.06.2018– 10.00Hrs.</b> The Chamber of Deputy Director(Admin), DGGI, Coimbatore Zonal Unit, Coimbatore
Language of Bid Submission	Proposal should be submitted in English only.
Currency	Bid may be quoted in INR only.
Name and Address for Communication and seeking clarification	Shri N.Ramkumar, Deputy Director (Admin), DGGI, Coimbatore Zonal Unit, DGGI, Coimbatore
Period of Hiring	One year

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and [www.cbec.gov.in](http://www.cbec.gov.in). Financial Bid will be taken up only if the technical specifications are satisfactory. Otherwise, the Tender will be rejected straight away.

3. Bid Submission: Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the “Instructions to Bidder for Online Bid Submission” provided in the Annexure VII for online submission of bids.

4. Service Providers have to follow the terms and conditions provided in Annexure-I, Scope of work as provided in Annexure-VI and “Requirements of Bidder for Online Bid Submission” i.e. Technical & Financial Bids” provided in the Annexure-II & Annexure-III for online submission of bids and submit an undertaking as prescribed under Annexure-IV 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.

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 **Post/Fax/email etc. shall not be considered.** No correspondence will be entertained in this matter.

5. **Earnest Money Deposit (EMD)** or bid security of Rs.10,000/- (Rupees Ten thousand only) shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at Coimbatore, in original, in favour of "Pay and Accounts Officer, GST and Central Excise, Coimbatore" and must reach the tender inviting authority at 53,1st Main Road, Meena Estate, Sowripalayam, Coimbatore-641028 and the Hard Copy of original documents in respect of Earnest Money, must be produced, on or before Technical bid opening date/time as mentioned in critical date sheet. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30 (thirty) days after the Lease Agreement is signed. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. Tenders not accompanied with EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD". Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

6. Bidder who has downloaded the tender from the Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/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.

7. The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).

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

Bid Document Download / Sale Start Date	02.06.2018 - 10.00 Hrs.
Clarification Start date	04.06.2018 - 10.00 hrs
Clarification end date	04.06.2018 – 18.00 Hrs.
Bid submission start date	05.06.2018 - 09.00 Hrs.
Bid document Download/ Sale end date	25.06.2018 – 15.00 Hrs.
Bid Submission End Date	25.06.2018 – 18.00 Hrs.
Bid Opening Date	27.06.2018 – 10.00Hrs.

9. 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.

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.

12. For any further details, Shri Melwyn D'Souza, Senior Intelligence Officer (Mobile No. 9629788058) and Shri Bhoopathi, Senior Intelligence Officer (Mobile No.97891 79269), Directorate General of GST Intelligence, Hosur may be contacted. The last date for submission of Bids is **25.06.2018 at 06.00 PM.**

Sd/-  
31.05.2018  
**(K.KALIMUTHU  
JOINT DIRECTOR)**

Copy to:

The web master, i/c of [www.cbec.gov.in](http://www.cbec.gov.in) website, Director General of Systems and Data management, Customs and Central Excise, 4<sup>th</sup>& 5<sup>th</sup> Floor, Hotel Samrat, Chanakyapuri, Kautilya Marg, New Delhi 110021, for publishing in the official website. (through e-mail [webmaster.cbec@icegate.gov.in](mailto:webmaster.cbec@icegate.gov.in))

**Annexure-I****TERMS AND CONDITIONS**

- 1) Security Guards required are Two Guards ( one guard per shift) to work in 2 shifts on all working days and 3 guards ( one guard per shift) for three shifts on Saturdays, Sundays and closed Holidays. The duration of one shift will be for eight hours. The security service is required on working days from 05.30 PM to Morning 09.30 AM and round the clock on Saturdays, Sundays and closed Holidays.
- 2) For the aforesaid work, the Service Provider shall quote rate **per person per eight hours shift** which should be inclusive of wages, EPF, ESI, & levies, service charges etc., but **exclusive of GST**.
- 3) The contractor should ensure that the persons employed by them for this contract are paid wages in terms of Minimum Wages Act of Central/State.
- 4) The deduction towards PF, ESI etc. should be factored in rates being quoted by the applicant/contractor and the same would not be payable by the department over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- 5) The method of selection would be **L-1** i.e the bidder quoting **the lowest rate per person per eight hour shift** (exclusive of GST) and L-1 will be selected subject to fulfilment of other terms and conditions stated in this notice. To safeguard against failure by the successful bidder in providing the security service, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-I bidder. In case quality of service by the service provider is not found adequate, the Directorate may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Providers may be utilized.
- 6) The agency should possess a valid license from the respective State Controlling Authority prescribed under The Private Security Agencies (Regulation) Act, 2005 and Central Model Rules framed in the year 2006, as amended from time to time. The personnel to be engaged for this purpose should have good antecedents.
- 7) Keeping in view the Government policy to encourage ex-service men, Ex-Servicemen Organisation / Security agencies run by service providers who engage ex-service men will be given preference.

- 8) Preference will also be given to service providers who have experience in providing service to Govt. Institutions.
- 9) Agencies not having their head offices at Hosur should have a branch office at **Hosur**.
- 10) The security personnel to be provided should be a fit/suitable person. They should have sound health and with no criminal background. It shall be the responsibility of the agency to cause Police verification of the personnel being provided to this office.
- 11) All the Security guards should be in proper uniform, which shall be provided by the agency. This office shall not provide any accommodation/ food/uniform to the guards.
- 12) All the Security guards provided for security of the aforesaid premises should be able to read and write in Tamil and should have reasonable proficiency in English.
- 13) The security personnel engaged by the agency to guard the premises will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- 14) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen sent to this office for performing Security services.
- 15) The Contractor shall maintain an attendance register of security guards and this register of security guards shall be subject to check by the officer nominated by this office.
- 16) The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; the firm shall possess valid PAN number, GST Registration (if applicable), ESI, EPF registration as applicable.
- 17) The successful bidder will be required to give letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- 18) The Service Provider shall arrange necessary Insurance cover for all the persons deployed by him.
- 19) This Office shall not entertain any claim arising out of mishap, etc, if any, that may take place while discharging the duties by the personnel(s) provided by the Service Provider.
- 20) The Contractor should not indulge in employing child labour.
- 21) The security guards deployed should be well experienced and trained adequately. They should be well behaved and well mannered.

22) If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no security charges shall be paid.

23) Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.

24) Subcontracts are not allowed to be made by the agency.

25) The security guards posted by the service provider will be provided Identity cards by the service provider specifying the work place, for carrying out the obligation under this contract. Such guards will be allowed entry in the aforesaid premises only on presentation of identity card to the security supervisor. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any of their guests/outsideers etc.

25) The service provider will be responsible for any deficiency in service or loss of any goods / material / equipment available in the Complex, the service provider will be served with a notice quantifying the deficiency in service or loss of items & also affording him an opportunity to put forth his defence in writing or orally. After considering the defence put forth by service provider, the Additional Director General, DGGI, Coimbatore Zonal Unit or the officer nominated by the Additional Director general will determine the amount payable by service provider which will be final & binding on him.

26) The service provider will be wholly and exclusively responsible for payment of salary to the security guards. They will also be responsible for compliance of all statutory obligations under Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office will not be responsible for making any payment to the security Guards. They shall have to take out the following insurance policies to cover all the risk and keep them valid till the successful completion of the contract.

- a. Workman's compensation. ESIC.
- b. Risk / liability of the 3<sup>rd</sup> party.

The bidders who intend to bid and intend to visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so on 05.06.2018 during the office hours i.e. 09.30 hrs to 18.00 hrs. The name of contact person is Shri Bhoopathi, Senior Intelligence Officer (Mobile No.97891 79269).

## **27) TERMS OF PAYMENT**

- i). The service provider will submit the monthly bill for claiming charges for having provided Security services in duplicate enclosing therein certificate, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
- ii) The service provider shall make regular and full payment of wages/charges, salaries and other payments as due, as per the labour laws and Minimum rates, to its personnel deployed for the said work and furnish necessary proof to this office in this regard as and when required.
- iii) Actual deployment of personnel & their attendance.
- iv) The service provider should submit Proof of challan / receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for the payment made towards applicable Provident Fund, ESI & EDLI etc. for the previous month and proof of payment towards compliance of other statutory provision like Bonus for the previous month, as and when required by this office.
- v) The Directorate shall release due amount after making recoveries, if any, through RTGS/NEFT for which the contractor has to furnish the required mandate form duly authenticated by their Bank.

## **28) CHARGES AND PAYMENTS**

Bills chargeable to the Directorate shall be paid after every month of services rendered, if found in order on the basis of availability of grant. In case of any complaint of non-fulfilment of any obligation under the contract, the Additional Director General reserves the right to deduct the amount, due from the service provider from monthly bill(s).

## **29) PENALTIES**

- a) The Service Provider will attract a penalty of an amount of Rs. 1000/- (Rupees Thousand Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the Security services due to his absence or any other reason, which shall be recovered from the bills or otherwise.
- b) In the event of any deficiency in the services then the contractor is liable to penalty up to Rs. 2000/- which shall be recovered from the bills or otherwise.

## **30) Security Deposit/Performance Security:**



On acceptance of tender, the successful bidder must provide Security Deposit/Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, equal to 5% of the total contract amount for one year for the services provided, in favour of The Additional Director General, DGGI, Coimbatore Zonal Unit. Performance security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the contractor. The Security Deposit will be refunded only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

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<b>Annexure-II</b>		
<b>TECHNICAL BID (QUALIFYING BID DOCUMENT)</b>		
1	Name of the Registered Firm / Company	
2	Status of ownership Proprietary /Partnership / Company	
3	Address of the Firm / Company (with Tel. no./ Fax no. and E-mail)	
4	Name & Address of the Proprietor / Partners / Director with mobile numbers	
5	Contact Person (s) (with mobile number)	
6	Details of EMD of Rs. 10,000/-	
7	PAN No. of the firm as allocated by the Income Tax Department <b>(Please upload copy)</b>	
8	GST Registration Number, if applicable	
9	Details of registration with E.S.I & Provident Fund, if applicable <b>(please upload copy)</b>	
10	License No. obtained from controlling authority under section 7 (5) of “The Private Security Agencies (Regulation) Act, 2005” <b>(upload photocopy of license)</b>	
11	Experience in providing service to Govt/PSU Organisations. <b>(Please upload proof)</b>	
12	Whether the Service provider is Ex-Service man or an organisation of ex-service men	
13	Whether all the Security guards employed by the Service provider are fully ex-service men, or a combination of ex-servicemen and private persons or fully private persons	

#### DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our/knowledge. I understand that in case any deviation is found in the above statement at any stage; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

**Note: In case the bidder is not required to satisfy any of the requirements stated above the bidder should file an affidavit stating the reasons for the same.**

ANNEXURE-III

PRICE/ FINANCIAL BID DOCUMENT

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

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)\_\_\_\_\_

\_\_\_\_\_

To,

Dear Sir/Madam,

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/other charges except GST.

Yours faithfully

Signature of Authorized Representative

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

Date:  
Place:

Signature of the authorized  
Signatory of the firm/Company/Organization

Office Stamp/Seal:

**Annexure-V**

TENDER ACCEPTANCE LETTER (to be given in Company letter head)

To,

The Additional Director General  
Directorate General of GST Intelligence, Coimbatore Zonal Unit  
53,1st Main Road, Meena Estate, Sowripalayam, Coimbatore-641028

Sir,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -  
\_\_\_\_\_

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/ organisation 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 WORK**

The duties of security guards will be as follows:-

1. To keep vigil of the office building and safeguard the properties, assets and other materials from theft, pilferage, destruction, sabotage, fire and subversive activities by anyone during the period of contract.
2. Security Guards required are Two Guards ( one guard per shift) to work in 2 shifts on all working days and 3 guards ( one guard per shift) for three shifts on Saturdays, Sundays and closed Holidays. The duration of one shift will be for eight hours. The security service is required on working days from 05.30 PM to Morning 09.30 AM and round the clock on Saturdays, Sundays and closed Holidays.
3. Any untoward incident which is a threat to the security at the above mentioned locations have to be intimated to the controlling officer of the Office building or any other officer immediately.
4. The security personnel shall ensure that authorized persons / vehicles are permitted to enter/ exit the area covered under their security.
5. The Security guard is required to maintain a register in the format prescribed so as to ensure that all the persons other than the officers/employee of the Department are allowed entry only after entering particulars such as name, vehicle number, purpose, the person or the house they intend to go / meet, etc.
6. The security guards will also attend to any other work as & when directed by the Directorate authorities by mutual arrangement / agreement.

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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 enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC 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 openers 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 (ie 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.

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**SAMPLE BoQ**

Tender Inviting Authority: &lt;ADDITIONAL DIRECTOR GENERAL DGGI COIMBATORE ZONAL UNIT&gt;

Name of Work: &lt;HIRING OF SECURITY SERVICES &gt;

Contract No: &lt;ADMN/DGGI/CoZU/52/2018&gt;

Name of the Bidder/ Bidding Firm / Company :								
<b><u>PRICE SCHEDULE</u></b>								
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>								
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words	
1	2	3	4	5	7	8	10	
1	<b>HIRING OF SECURITY SERVICES</b>	item1						
1.01	SECURITY SERVICES FOR <b>DGGI REGIONAL UNIT HOSUR</b> ( Please quote amount per <b>one guard per 8 hour shift per day</b> including all charges like ESI, PF etc <b>but excluding GST</b> )	item2	1.000	Persons		<b>0.00</b>	INR Zero Only	
2	GST If any	item3	1.000	Nos	<b>0.00</b>	<b>0.00</b>	INR Zero Only	
<b>Total in Figures</b>						<b>0.00</b>	INR Zero Only	
<b>Quoted Rate in Words</b>			<b>INR Zero Only</b>					

Note. Bidders need to fill the coloured cells only namely Name of the Bidder and Column 7 Basic Rate.

**Please quote rate per person per eight hour duty per day and not for the month.**