

**DIRECTORATE GENERAL OF GOODS AND SERVICES TAX
INTELLIGENCE
WEST BLOCK-8, WING-6, 2ND FLOOR,
R. K. PURAM, NEW DELHI – 110 066**

DGCEI F. NO: D-428/CE/16/2018/GA

Date: 17.05.2018

**TENDER ENQUIRY NOTICE NO. 02/2018
INVITATION OF TENDER FOR OUTSOURCING OF PHOTOCOPYING OF
OFFICIAL DOCUMENTS IN THE OFFICE PREMISES**

For and on behalf of President of India, electronic tenders are invited for photocopying of official documents in the office premises of the Directorate General of GST Intelligence (herein referred as DGGI) at Headquarter, R. K. Puram, New Delhi. The detailed terms and conditions along with technical and financial bid forms may be procured from website www.cbic.gov.in/tender and <https://eprocure.gov.in/cppp>.


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The detailed information including terms and conditions for the above mentioned work may be downloaded from the website www.cbic.gov.in or obtained from <https://eprocure.gov.in/eprocure/app>.

The interested tenderers may login the <https://eprocure.gov.in/eprocure/app> and submit the tender documents and financial bid electronically duly filled in and signed for having accepted the terms and conditions. The tender documents (technical bid and financial bid) will be opened on the electronic portal itself.

It may please be noted that the agencies/ firms which do not fulfill the technical bid evaluation requirements will not be considered for financial bid evaluation. This Directorate General reserves the right to accept or reject any or all the tender(s) without assigning any reason whatsoever.

Encl: As above


(Navneet Kaushal)
Deputy Director (Admn)
Tel No: 011-26174191

ANNEXURE I

A. Particulars of Work: Photocopying of official documents in the office premises of the Directorate General of GST Intelligence, New Delhi (DGGI), for one year from the date of awarding the contract.

B. Terms & Conditions:

1. The tendering process will be twin based i.e. a technical bid and a financial bid.
2. Earnest Money Deposit/Bid Security of Rs. 15,000/- (Rupees Fifteen Thousand only) refundable, in the form of Demand Draft/Pay Order payable to the "**DDO, DGGI, New Delhi**", must accompany the tender electronically. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will NOT be considered.
3. The tenderer should have minimum experience of **one government office** in the field of photocopying work. The firm should be registered and bonafide.
4. Basis for awarding contract will be the **weighted average** of rates quoted upto 3,00,000 copies for A4 and Legal size in the ratio of 9:1 respectively. In case the weighted average of two or more tenderers are same, the tenderer quoting **minimum rate** for upto 3,00,000 copies for A4 size will be considered, if the situation still remains same the tenderer quoting minimum rates for copies **upto 6,00,000** copies for A4 size will be considered. Still if there is a tie then the tenderer quoting minimum rates for A4 size for **more than 6,00,000** copies will be considered.
5. DGGI reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of the Additional Director General, DGGI (Hqrs), New Delhi shall be final and binding.
6. The successful bidder awarded the contract will have to furnish the **performance security** for an amount of Rs. 1,00,000/- in the form of demand draft of Demand Draft/Fixed Deposit Receipt from a Commercial Bank. The performance security amount of Rs 1,00,000/- will be refunded within 30 days after completion of the contract, **without any interest**.
7. The quality of paper used for photocopy should be JK/Power Brand or equivalent paper of 75 GSM for photocopying of A4 and Legal sizes.
8. Two photocopying machines (**latest model, heavy duty**) shall be deployed in this office. The quality of photocopies obtained should be neat & legible failing which this Directorate reserves the right to cancel the contract. There would be no compromise on quality of the photocopying. The photocopying would be done in this office premises, documents are not allowed to be taken outside under any condition.
9. The Department will provide **only space**; the photocopy machine, paper, manpower and all other consumables will be provided by service provider (successful L1 tenderer). Additionally, the salary of the personnel deployed for photocopying in this Directorate will be borne by the service provider (successful L1 tenderer) himself/ herself. The Service Provider (successful L1 tenderer) shall be liable for any other charges which he is or in future liable to pay.

10. The machine should be kept in proper running condition throughout the contract tenure.
11. The work of photocopying would be exclusively for DGGI only and no outside work would be undertaken.
12. The machine will remain operational on six days in a week and the normal timing will be from 9:30 am to 8.00 pm.
13. There would be no guarantee for minimum number of photocopies which would be done.
14. The service provider (successful L1 tenderer) will raise the bill on monthly basis and submit the same in this office by 5th of following month. The service provider (successful L1 tenderer) shall meet the Administrative Officer/ Deputy Director (Admn) every two months to review the performance of the photocopying work.
15. The contract is liable to be terminated by the department by giving one week's notice without assigning any reasons.
16. The decision of **Additional Director General, DGGI, New Delhi** in all matters/ disputes etc pertaining to this tender shall be final and binding on all the stakeholders concerned.
17. TDS as applicable will be deducted from each bill.
18. The rates quoted should be and would be valid for a period of one year i.e. from the day of starting the contract till the last day of the contract period.
19. **Sanctions for violation:** Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract. In case the service provider (successful L1 tenderer) compromises on the quality of photocopying ink, quality of photocopying machine, quality of paper, misbehavior by staff and violates other terms and conditions of the contract, the contract shall be cancelled without assigning any reasons thereof and the entire performance security shall stand **forfeited**. The performance security shall not be refunded in such condition. In case, the service provider does not provide service on a particular day or provides unsatisfactory service, this office reserves the right of getting the photocopy done from open market as per the market rates prevailing. In such a condition the necessary adjustments/ deductions shall be made from the bill of the service provider (L1 awardee).
20. The search for tender document and tender application for this tender for Directorate General of GST Intelligence shall be done by the name of Directorate General of Central Excise Intelligence (Hqrs), DGCEI on the CPP portal.

**Technical Bid Form for Tender for Photocopying of Official Documents in the
Office Premises (ANNEXURE II)**

**Submission of ALL the following documents with this annexure is must for qualifying
technical bid or else the bidder will be disqualified.**

1.	Name, Address & Telephone No. of Agency/Firm in Delhi	
2.	Name of owner of Agency/Firm	
3.	Registration Number of the firm with the government	
4.	Attested PAN No. of the firm	
5.	Attested GSTI Number of the firm	
6.	Copy of Income Tax Return for last year	
7.	Government Ministries/ Departments where service provider has been providing services (at least one experience certificate in the last five years i.e. issued with effect from 2013 January)	
8.	Details of the EMD (Demand Draft of Rs 15,000/- in favour of DGGI at New Delhi)	
9.	Whether the firm / owner has faced any FIR, Criminal Charges, searches and raids by any government agency - income tax, evasion notices, legal disputes in the last 5 years. If yes please give details	

Signature with Stamp

ANNEXURE III

Financial Bid Form for Tender for Photocopying of Official Documents in the Office Premises

THE RATES PER COPY SHOULD BE QUOTED IN PAISE NOT RUPEES IN BOTH WORDS AND FIGURES

	A-4 Size Paper (rate per copy)*	Legal Size Paper (rate per copy)*
Upto 3,00,000 copies		
More than 3,00,000 copies and upto 6,00,000 copies		
More than 6,00,000 copies		

Signature with Stamp

*The rates to be quoted should be **STRICTLY** on the basis of per page of photocopying, without GST applicable. The bidder selected post tender process shall produce the bill with applicable GST as per the rules of Govt. of India.

Annexure IV

Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol /register before participating through the website <https://eprocure.gov.in/eprocure/app>.

CRITICAL DATE SHEET

Published Date	01.06.2018
Bid Document Download / Sale Start Date	01.06.2018
Bid Submission Start Date	01.06.2018
Bid Document Download / Sale End Date	21.06.2018
Bid Submission End Date	21.06.2018
Bid Opening Date	21.06.2018

Bid Submission:

Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Annexure V

FINANCIAL BID UNDERTAKING

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .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 exclusive of all applicable taxes.

4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours

Faithfully,

Signature of authorized
Representative

Annexure VI

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

Date:

To,

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

- 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

Annexure VII

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 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 sky bluecoloured (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. The contact number for the helpdesk is 1800 30702232. Bidder can also get help at +91-7878007972 & +91-7878007973.