



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
आयुक्त के कार्यालय OFFICE OF THE COMMISSIONER
केन्द्रीय कर और केन्द्रीय उत्पाद शुल्क
CENTRAL TAX AND CENTRAL EXCISE
केन्द्रीय राजस्व भवन, मानानचीरा C.R.BUILDING, MANANCHIRA
कालीकट ६७३ ००१, CALICUT- 673 001

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C.No. I/22/1/2018-Admn.

Dated:- 09.02.2018

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES FOR THE FY 2018-19 AT CENTRAL TAX AND CNETRAL EXCISE HQRS. OFFICE, CALICUT

The office of the Commissioner of Central Tax and Central Excise, Calicut Commissionerate on behalf of the President of India invites online Tenders in Two bid system from the qualified firms as per the below mentioned schedule.

Sl.No.	Activity Description	Schedule
1	Tender Document	From 12 th February, 2018 to 26 th February, 2018. Tender document can be downloaded from the Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app
2	Amount of EMD to be deposited	Rs.25,000/-
3	Duration of contract	01.04.2018 to 31.03.2019
4	Tender e-Publish Date	12.02.2018 1400 Hrs
5	Document Download/Sale Start Date	12.02.2018 1500 Hrs
6	Bid submission last date	26.02.2018 1400 Hrs
7	Tender opening date of technical bid	27.02.2018 1500 Hrs

2. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Interested bidders may submit their quotation online on <https://eprocure.gov.in/eprocure/app> as per the tender document in the website <https://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.
3. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) 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 and tenderer is liable to be banned.
4. 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.
5. The applicant has to deposit Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt or Bank Guarantee from scheduled/Nationalised bank, drawn in favour of Commissioner of Central Tax and Central Excise, Calicut Commissionerate, Calicut payable at Calicut. The same has to be submitted in soft copy format online and the aforesaid DD/pay order towards the cost of EMD should be submitted to Superintendent (PRO), Central Tax and Central Excise, Calicut Commissionerate, Ground Floor, C.R. Building, Mananchira, Calicut on or before 1400 Hrs of 26.02.2018. 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 26.02.2018.
6. 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.

7. 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.

8. The bidders can inspect the sites from 12.02.2018 to 26.02.2018 during office hours on prior intimation to Care Taker.

AS
9-2-18

(Shiv Pratap Singh)
Additional Commissioner

To

- 1) The Commissioner of Central Tax & Central Excise Customs & Service Tax, Thiruvananthapuram / Cochin/ Customs Preventive Commissionerate/Audit Commissionerate (PRO Section & Notice Board) for giving wide publicity.
- 2) All Deputy/Assistant Commissioner(s) of Central Tax and Central Excise Divisions, Calicut Commissionerate -- for displaying in their notice board.
- 3) The Superintendent of Central Tax and Central Excise (Computer Section), Calicut Commissionerate to publish in the official website of the Commissionerate and submit to Web Master for publishing in the CBEC website and CPP.
- 4) The Superintendent (PRO), CEx HQ Calicut (for giving wide publicity)
- 5) Notice Board.

**NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES FOR
THE PERIOD 01.04.2018-31.03.2019**

ANNEXURE-I- Part-I

PREMISES COVERED UNDER HOUSEKEEPING SERVICES

Sl. No	Name of building	Address	Approximate Housekeeping area in Sq.ft	
			Closed	Open
1	1. Office of the Commissioner of Central Tax and Central Excise, Calicut Commissionerate 2. Office of the Assistant Commissioner of Central Tax and Central Excise, Kozhikode Rural Division	C.R Building, Mananchira, Calicut-673001	39,946	9,784
2	Office of the Deputy Commissioner of Central Tax and Central Excise, Kozhikode Urban Division	C.R Building(old), Mananchira, Calicut-673001	20,959	10,249
	Total		60,905	20,033

ANNEXURE-I- Part-II

TERMS AND CONDITIONS

I. TENDER PROCESS

1. The Commissioner of Central Tax and Central Excise, Calicut, invites online quotations on behalf of the President of India from reputed Service Providers engaged in the business of providing housekeeping services, for outsourcing services of housekeeping, approximately 60,905 sq.ft (covered area) and 20,033 sq.ft (open area), on contract basis at Calicut Commissionerate, Calicut for the period from **01.04.2018 to 31.03.2019**.

2. The details of housekeeping services required by the department are detailed in Annexure IV. Keeping in view the details of work to be performed and the square feet area to be cleaned enumerated in Annexure- I Part I, the Service provider should work out the expected number of persons to be deputed to ensure that the best service is provided in maintaining hygiene and cleanliness of the premises. A bidder should quote for all the 2 premises mentioned in the Annexure I Part-I.

3. Tender is invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid. The tender form for Qualifying bid in proforma prescribed in Annexure- II and the tender form for the financial bid in proforma prescribed in Annexure-III. Both the form should be filled in completely and shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>. The service providers will be short listed on the basis of their technical competency after opening of qualifying bids and only after ascertaining their technical competency and fulfillment of the same the financial bids would be opened. The technical bids will be downloaded from the CPPP portal in the presence of the designated committee at **1500 Hrs** on **27.02.2018** at the Office of the Commissioner of Central Tax and Central Excise, C.R. Building, Mananchira, Calicut - 673 001. Financial bids will be opened for only those tenders which qualify in technical bids. Incomplete bid documents shall be summarily rejected.

4. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer shall fill up the information in the Annexure II & III enclosed at the end of this document in clear and legible terms and have to be signed by the bidder. Wherever required the price quoted shall be written in figures and words as well. Where there is any difference between rates quoted in number and words, the rates quoted in words shall prevail. Any overwriting/corrections in rates should be attested by the bidder.

5. The bidders shall quote their rates as '**Rate per square foot per month**' (in both words and figures) which should include deduction towards PF and ESI etc, if applicable and the same would not be payable over and above the rates thus quoted. The rates quoted should be inclusive all statutory deductions and levies towards PF, ESI etc and any statutory levies other than GST and GST at the applicable rate shall be payable in addition to the rate quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time including discharging of GST liabilities.

6. The short listed tender along with the documents will be submitted to the '**competent authority**' and upon approval by the '**competent authority**' the successful bidders will be intimated about the award of contract to them.

II. ELIGIBILITY CRITERIA

Conditions to be satisfied in the qualifying bid:

1. The bidder should possess a valid PAN card
2. Bidder should have an year (in part or full) experience and work executed in Central Govt./State Govt./PSU/Nationalised Banks in similar work of Housekeeping.



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3. 'No near relative' of the bidder firm/company be working/employed in any of the office under the Office of the Commissioner of Central Tax and Central Excise, Calicut.

4. **Earnest Money Deposit:**

Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) per application in the form of Bank Guarantee of a scheduled Bank drawn in favour of the Commissioner of Central Tax and Central Excise, Calicut Commissionerate, Calicut and shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure - I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of the successful bidder will adjusted to performance guarantee of Rs.10,000(Ten Thousand only) The performance guarantee shall be refunded to the selected bidder without any interest on the completion of contract period.

III. STATUTORY FORMALITIES

1. The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by Office of the Chief Labour Commissioner (Central) and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly.

2. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary Insurance cover for any persons deployed by him even for short duration. The department shall not entertain any claim arising out of mishap, if any, that may take place while discharging the duties by the labour provided for outsourcing by the contractor. In the event of any liability/claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the Service provider.

3. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Kozhikode jurisdiction only.

4. Within one month from the date of awarding the contract the successful bidder shall obtain a license under the Contract Labour (R & A) Act, from the licensing authority.

5. In case the officers of Commissionerate of Central Tax and Central Excise, Calicut is made a party to any litigation by the employees of the Service provider for any reason, whatsoever, the Service provider shall bear / indemnify any cost incurred by the HQ office. The Service provider shall indemnify Calicut Central Tax & Central Excise Commissionerate against any claim including payment to statutory authorities for which the Service provider shall be wholly and severally liable.

6. ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules, if applicable.

7. All existing statutory regulations both State & Central Governments and local bodies etc. shall be adhered to and complied with by the outsourcing contractor and all records maintained thereof should be available for scrutiny by this office. The Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

IV. PAYMENT

1. Mode of payment to the Contractor will be on monthly basis on receipt of bills for the previous month duly certified by the Officer concerned of the Department and payments shall be made through electronic transfer to the designated account only. Income Tax shall be deducted at source as per the prevailing rate from the monthly bills.

2. The Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them. The Contractor should ensure that there is no scope for any grievance from the personnel on account of delayed payment of wages.

3. Average day's payment of the contract will not be paid for the nonperformance of duty on any working day. Besides, over and above the same, a penalty of Rs.250/- will be levied per day.



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V.GENERAL

1. The Contractor/Service Provider should carry out specified work on all working days a month except Saturdays, Sundays & Central government holidays and they shall report to the Officer-in-charge assigned by the Department, viz., Caretaker.
2. The contractor will have to work on one Saturday per month to clean all the ceiling fans and other equipments which cannot be cleaned on a working day as per the instruction of the care taker.
3. The working hours will start from 07.30 am and continue till the completion of cleaning activity. A skeletal staff would be required till 06.00 PM on all working days to cater for emergency services. If a particular person is absent on any day another person should be deployed in his/her place.
4. The Contractor/Service Provider should attend to work punctually and complete the cleaning work of the entire office premises before 09.00 am daily.
5. The bidder should possess at least six months experience in providing housekeeping services.
6. The personnel deployed should have knowledge of local language, should be well experienced, trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and photo identity cards by the Contractor.
7. The Service Provider / Contractor shall not change the personnel frequently without prior concurrence of the dept, which would hamper smooth functioning of the day to day work. However, in case of any deviant behavior or lack of devotion to the duty is noticed on the part of the personnel, the Service Provider / Contractor shall immediately change the personnel from duty.
8. To clean and maintain ladies toilets, only lady sweeper-cum-cleaner should be employed.
9. The Contractor/Service Provider should be available on mobile phone everyday of the week.
10. The employees engaged by the Housekeeping agency will be in the roll of the Housekeeping Agency only and not of the Central Tax and Central Excise Department.
11. The Contractor shall indemnify and shall keep the department indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from its dues/bills.

12. The employee deployed should not have been the person against whom criminal case is pending in court of law. The contractor should get verified the character and antecedents of each personnel through Police / District authorities before their deployment in this department and a certificate to this effect should be submitted to the department in the form of an affidavit.

13. The Contractor has the option to terminate the contract by giving two months notice in writing so that this office can make alternate arrangements for Housekeeping. Termination of contract by the Contractor for any reason whatsoever without the prescribed two month's notice will entail forfeiture of the performance guarantee amount as well as any other amount payable to the Contractor whatsoever.

14. The Contract will be in force for a period for 1 year i.e. from **01.04.2018 to 31.03.2019**. The Commissioner of Central Tax and Central Excise, Calicut reserves the right to terminate the contract any time, if in case, the services are found to be deficient / unsatisfactory, without any advance notice to the service provider. This office also reserves the right to extend the duration of the contract, for a further period of 6 months subject to satisfactory performance and on mutually agreed terms and conditions.

15. No other person except Service provider's authorized representative shall be allowed to enter the Office premises. Within the office premises, the Service provider's personnel shall not do any private work other than their normal duties.

16. All the Housekeeping materials / consumables, as required to execute the above jobs will be supplied by the Department and cost of cleaning material should not be included in the proposal. The Service Provider has to provide two pairs of Uniform during the year and the cost of uniform shall be borne by the Service Provider and deploy uniformed personnel.

17. Service Provider/Contractor shall in no case lease/transfer/sublet/appoint Caretaker for services.

18. In case any employee of the contractor is found responsible for any theft, loss or damage to the office furniture, fitting, fixture and property of the office or the officers, the contractor shall be held liable to compensate for the act.

19. The successful bidder will enter into a work agreement with The Commissioner of Central Tax and Central Excise within one month of accepting the contract.

Important

The bidder should ensure that the following documents are part of the following:

(1) The Qualifying Bid:

- a) Annexure -II (duly filled in) along with necessary enclosures.
- b) Self attested copy of PAN CARD



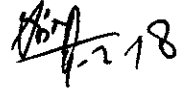
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- c) Self attested copy of GST Registration Certificate, in case of GST payee.
- d) EMD for Rs 25,000/-
- e) Tender Document (all pages signed)

(2) The Financial Bid:

- a) Duly filled in Annexure-III (Part I & II)

The last date for submission of the quotation is 26-02-2018 upto 1400 Hrs and the date of opening of tender bids is 27.02.2018 at 1500 Hrs. In case of any doubt or need of any inquiry, the bidders may contact the Public Relations Officer, Central Excise, HQ Calicut. Contact No 0495 2722508, 2727891(2)(3).



(Shiv Pratap Singh)
Additional Commissioner

ANNEXURE II
QUALIFYING BID

1.	Name of the Party	
2.	Address	
3.	Mobile No.	
4.	E-mail id	
5.	Name & Address of the Authorized Representative with mobile no.	
6.	Whether terms and conditions of the Tender is acceptable or not ?	
7.	Details of experience in providing Outsourcing Services (enclose proof such as Performance Reports from clients (or) TDS copies) (Refer Clause II(i)(1) under Eligibility Criteria).	
8.	Permanent Account No.	

9.	GST Registration No.		
10.	ESI/EPF Registration No. (if already registered)		
11.	Whether the party is black listed by any Government Department or any Criminal case is registered against the party or its owner/partners anywhere in India.		
12	Earnest money deposit details	Amount	Rs.
		Demand draft/Banker's cheque no.	
		Bank	

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 the bidder with date

ANNEXURE III

FINANCIAL BID- PART I

1.	Name & address of the party (with telephone no.)				
2.	Name of the Proprietor/ Partners/ Directors (with mobile no.)				
SN	Name of the premises	Area (in Sq.ft.)	Proposed manpower deployment	Monthly rate per Square foot	Total amount (in INR)
A	B	C	D	E	F (Cx E)
1.	Office of the Commissioner of Central Tax and Central Excise, Hqrs. Office, Calicut and Office of the Assistant Commissioner of Central Tax and Central Excise, Kozhikode Rural Division	Closed: 39,946 Open: 9,784			
2.	Office of the Deputy Commissioner of Central Tax and Central Excise, Kozhikode Urban Division.	Closed: 20,959 Open: 10,249			
	TOTAL	Closed: 60,905 Open: 20,033			

(Total amount in words: Rupees

Signature of the bidder with date



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PART II

RATE OF WAGE

Amount in INR

1.	Basic Pay	
2.	Variable D.A.	
3.	Gross Daily wages (1)+(2)	
4.	Add: Statutory Contributions	
	a) EPF	
	b) Pension Fund	
	c) ESI	
	d) Bonus	
5.	Add Contractor's Service Charges: _____ % of Gross Wages	
6.	Wage rate per Sq.ft. per day (in figures and in words)	Rupees
7.	Wages for 23 days per person (in figures and words)	Rupees

Place:

Signature of the bidder with date



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**ANNEXURE-IV
SCOPE OF WORK**

The Scope of work for housekeeping of office buildings is as under:-

- i. Cleaning, sweeping and wet mopping of the entire area including the lobby, stair-cases, corridors, passages, etc.
- ii. Collection of all sweeping garbage and waste material and their effective disposal.
- iii. Thorough cleaning of toilets including urinals, w/c along with attached water tanks and wash basins, using disinfectants like Phenyl, Harpic, Vim, Surf etc. twice a day and as further required. Cleaning of all sanitary fittings, tiles, and mirrors in the toilet walls.
- iv. Shifting of office furniture, records and other office equipment and their rearrangement as and when required. Movement of files/records within the office premises.
- v. Dusting and cleaning of all furniture like Tables, Chairs, Racks, Almirahs, Computer Table/Chair and electronic gadgets like Computer, Telephone, Fax Machines, Photo Copier Machines, Sofa-Set, Fans etc.
- vi. Cleaning of pantry area, wiping and cleaning of wooden Formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water. Filling of water in coolers/watering indoor plants in the office.
- vii. Miscellaneous services including serving of drinking water/refreshment etc during Conferences/Meetings/Seminars and visits of Assesses in Headquarters/ Divisional Offices.
- viii. Internal and external cleaning of window panes, doors and fans. Cleaning of venetian blinds, ceilings, walls AC dust, grills and beams.
- ix. Cleaning of entire floor space, glasses and pantry with detergents.
- x. Removal of blockages and clogging in the wash basin and other sanitary fittings by smooth outflow of waste water.
- xi. General maintenance and upkeep of the entire office premises. The contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office, toilets, etc neat and tidy.

Miscellaneous conditions:

- i. Sweeping, cleaning, dusting, etc. shall be completed before 09.00 a.m. every day.

ii. The contractor shall, on award of the contract, furnish the list containing names and addresses of the workmen sent for housekeeping services for each location.

iii. The contractor shall maintain an attendance register of personnel for each location and this register of personnel shall be subject to check by the concerned officer of the department.

iv. The personnel will render services every working day and if needed on Saturday, except on National Holidays. In case of emergencies, very rarely, work may be required on Sundays also.

v. They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.

vi. Materials, consumables required for housekeeping and maintenance of toilet/bathroom shall be provided by the Department.

JOBS TO BE CARRIED OUT WEEKLY

(i) Washing of floors with surf/vim/soap and water or any other cleaning operation. Cleaning of window panes with mild detergent and any other cleaning operation assigned / required.

(ii) Vacuum cleaning in the computer section, all computers in the office and the sofa sets twice a week.

(iii) If the labour is required on Sunday/Gazetted holiday, no extra charge/payment will be paid to the Service Provider.

ANNEXURE-V

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

- (i) 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.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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

- (i) 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.
- (ii) 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.

(iii) 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

(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 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.

(d) 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

(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) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

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

(j) 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.

(k) 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

(i) 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.

(ii) 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.

ANNEXURE-VI
Tender Acceptance letter
(To be given on Company Letter Head)

Date:

To,

The Commissioner,
Central Tax and Central Excise,
Calicut Commissionerate.

Sir,

Sub: Acceptance of Terms & Conditions of Tender for Outsourcing of Housekeeping Services for the period from 01.04.2018 to 31.03.2019.

Tender Reference No: C.No.I/22/1/2018-Admn (Housekeeping) dated 09.02.2018

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.

5. 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)

Office of the Commissioner of Central Tax and Central Excise

C.R.Building,Mananchira,Calicut-673001.

Tenders are invited through www.eprocure.gov.in for housekeeping of office building at Central Tax and Central Excise Hqrs. Office, Calicut for the period from 01.04.2018 to 31.03.2019. The tender form and other documents are available at www.eprocure.gov.in, www.centralexcisecalicut.gov.in and www.cbec.gov.in. Last date for submission of tender is 1400 Hrs. on 26.02.2018.

For more details contact 0495 2727531 (Computer Cell)