



केन्द्रीय कर एवं केन्द्रीय उत्पाद कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL TAX AND CENTRAL EXCISE
सिकंदराबाद आयुक्तालय : SECUNDERABAD COMMISSIONERATE
जी एस् टी भवन हैदराबाद : बशीरबाग :- 500 004
G S T Bhavan : Basheerbagh: Hyderabad-500 004

C. No. I/22/06/2018-Admn

Date: 30 .01.2020

E-TENDER NOTICE FOR OUTSOURCING OF SECURITY SERVICES

Online e tenders are invited by the Commissioner of Central Tax and Central Excise, Secunderabad GST Commissionerate from registered and experienced firms/companies engaged in business of Security Service to provide 24x7x365 days security of Central Tax and central Excise Department's property i.e. 287 quarters constructed for officers situated at survey No. 1/5, Hadmathpet, Bowenpally, Secunderabad.

2. The nature of services to be provided and the terms & conditions are placed on the official website viz. CBIC website <http://www.cbic.gov.in> and e-Procurement Portal of Govt of India www.eprocure.gov.in.

3. The interested Service Providers are requested to quote their rates and submit their tender documents online in the prescribed format, duly signed and stamped as per the below mentioned deadline.


Item	Description
Name of the Hirer	CGST & Central Excise, Secunderabad
Tendering Inviting Authority	Secunderabad GST Commissionerate
Tender Name	Outsourcing of Security Services
Tender No	EProcurement/2020/02
Method of Selection	Open Tender
Availability of Tender Documents	To be downloaded form Central Public Procurement Potal at www.eprocure.gov.in .
Closing date and time for Submission of Bid/Proposal	: Submission (on or before) 25.02.2020 up to 18.00 hrs
Language of Bid Submission	English
Technical Bid Opening Date and Time	: 26.02.2020 at 11.00 hrs
Name and Address for Communication and seeking clarification	Smt. G.V.Dhanalakshmi, Superintendent(Admn). Secunderabad GST Commissionerate, Room No. 507,8019059379
Financial Bids opening	: Financial bids of those bidders who qualify on evaluation of Technical bids would be opened online subsequently.

Interested service providers are advised to visit CPPP website regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

4. The incomplete tenders shall be summarily rejected. The parties who wish to be present at the time of opening of Tender may represent themselves or authorize their representatives with an authorization letter. The Commissioner, Secunderabad GST Commissionerate, Hyderabad reserves the right to accept or reject any or all tenders without assigning any reasons.

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

Encl.:	
Annexure-I	Affidavit
Annexure -II	Tender Acceptance Letter
Annexure-III	Proforma for Technical Bid
Annexure - IV	Financial Bid Undertaking Document
Annexure- V	Performance Security Guarantee Bond Form
Annexure-VI	Instructions for online Bid Submission


30/1/2020
(सि. जयदेव/P. Jayadev)
संयुक्त आयुक्त/JOINT COMMISSIONER

Copy to:

The Superintendent(Systems), Secunderabad Commissionerate to upload the quotation document in the Hyderabad Zone and CBEC website.

The Administrative Officer, Central Tax & Central Excise, Hqrs. Office, - to keep the copy in the Notice Board of Hqrs. for Divisions.



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NOTICE INVITING QUOTATIONS FOR OUTSOURCING OF SECURITY SERVICES

The details of the premises where security service is required round the clock are furnished hereunder:-

Sl.No.	Name of the Office	Address of the premises
1.	Office of the Commissioner of Central Tax and Central Excise, Secunderabad GST Commissionerate, GST Bhavan, Basheerbagh, Hyderabad - 500004	287 quarters constructed for officers situated at survey No. 1/5, Hasmathpet, Bowenpally, Secunderabad

I. SCOPE OF WORK

1.1 Brief on office premises and security outline:

The bidders are required to provide 24×7×365 days security of Central Tax and Central Excise Department's property i.e. 287 quarters constructed for officers situated at Survey No. 1/5, Hasmathpet, Bowenpally, Secunderabad.

The scope of work for the bidders includes the following tasks

- i. To safe guard the property and material situated in the premises situated at the above address for 24 hours × 365 days a year by manning the entrance gate and patrolling the premises and also regulating, monitoring and recording the entry of all persons, materials and vehicles coming in and going out of the premises.
- ii. Watch and patrol all building in all bocks situated in the premises including open yard, Rear sides of the building.
- iii. The security personnel should ascertain the authorization of visitors if any, by telephonically calling the department officials for authorization of their entry, in case of necessity. The security Guard will ensure the entry of visitor with his address, contact particulars and purpose of visit.
- iv. Security team should conduct themselves in a professional manner while on duty and maintain logbook of events/ visitors/ vehicles entered.
- v. Drugs & Liquor and smoking are prohibited inside the premises.
- vi. Reporting should be done on untoward incidents to the officer-in-charge or the designated Helpdesk.

1.2 Equipments to be provided:

The basic equipment required for the Security Staff deployed should commensurate with the nature of work and should be at least as follows;

- i. Batons and whistles set of 6 Nos.
- ii. Forehead fastened battery operated powerful search light [3 nos]
- iii. Hand held search light/torch [3 nos]

1.3 Qualification requirement of the manpower deployed:

The personnel to be deployed by the bidder should have the following:

- i. Should have passed at least Secondary School or equivalent exam.
- ii. Should be males between 25-55 years of age.
- iii. Should have at least 5 years experience of the job in some reputed institution.
- iv. Should be medically fit for the job.
- v. Should have good character.
- vi. They should have been on the employment roll of the bidder for a minimum of six months before their deployment to the Departmental premises.
- vii. They should also satisfy the qualification requirement laid down in Scope of work.
- viii. Personnel at security gate should be able to communicate in English, Hindi and Telugu.
- ix. Should have knowledge of fire fighting

1.4 Manpower requirement

Location	No of security personnel	No of security Supervisor	No of shifts	Total no of personnel (three shifts)
Security guard at entrance gate & patrol of premises	02	--	03	06
Manpower classification		Skill Category		
Security Guard gate Building/premise patrolling				Semi-skilled

1.5 Shift Timing

Category	Job Nature	Shift-1	Shift-2	Shift-3	Timeline for reporting
Security personnel and patrolling	Security	02	02	02	08.00 17.00 23.00

1.6 Control registers to be maintained

Type of chart/Register	Periodicity of change	Timeline
Manpower/staff deployment register	Yearly	Entry by 0800/1700/2300 hrs daily
Visitors/vehicle movement register	Yearly	As and when they come and leave
Petrol monitoring chart	Yearly	On hourly basis
Register of Asset damage/lost	Yearly	As and when incident happen
Material movement register	Yearly	As and when material movement is there.

2.A. TERMS AND CONDITIONS

- i. Male Security personnel are required on contract basis for the building/ premises at Hasmathpet, Bowenpally, Huderabad. The successful bidder will have to enter into an agreement for the services to be rendered.
- ii. All the participants in the bid/ quotation should have GST Registration along with other statutorily required licenses. Quotation Price should be inclusive of all Government Taxes inclusive of GST.
- iii. Terms of Agreement: For **One year**, extendable with the consent of the Commissioner and based on performance and other factors for a further period of one year. The contract can be terminated if in case the requirement of security service is not required to be arranged by this Commissionerate. The contract is tentatively proposed to be entered into with effect from 01.04.2020 or the date to be intimated.
- iv. The entire work included in the contract shall be executed by the successful bidder and shall not, directly or indirectly, be transferred, assigned or sublet any part or shared;
- v. A person deployed for any shift on a particular day shall not be put to duty again on any other shift on the same day. A penalty of Rs. 500/- will be levied for each such default.
- vi. The bidder should possess all the required statutory licenses and permissions to run such service.
- vii. A single room guardroom cum office will be provided for the legitimate use by the successful bidder for execution of the work under the contract.
- viii. The department reserves the right to terminate the agreement or recover the losses in the event of any failure or lapse on the part of the bidder.
- ix. The Department may increase/ decrease number of persons required from time to time. If any person is to be deployed as per the requirement of department, the bidder is under obligation to provide such personnel.
- x. The performance of the successful bidder will be continuously monitored by the Departmental Officer In-charge.

B. Staff (to be deployed) related

- i. The successful bidder shall provide / supply uniform with personal protective equipment [PPE] i.e. shoes, raincoats, winter protection jackets etc. at his own cost and should ensure that the staff is on duty at all times in uniform. All the staff should sport their photo identity card prominently on their uniform.
- ii. The bidder, supplying the persons, shall be responsible for the conduct of personnel provided by him/ them.
- iii. The bidder shall obtain a valid Labour license under the Contract Labour (R&A) Act 1970 and the Contract Labour (R&A) Central Rules 1971, before commencement of the work and a copy of which should be submitted to the department. He shall continue to have a valid license until the completion of work. The bidder shall also abide by and comply with the provisions of the child Labour (Prohibition and Regulation) Act 1986, payment of /wages Act 1936, Minimum Wages Act 1984, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Maternity benefits Act, 1961 and Apprentices Act, 1961 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The bidder is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/ risks in relation to employees to be engaged by him. Provisions of EPF and Misc. Provisions Act 1952 & Employees Provident Fund Scheme 1952 shall be followed by the bidder irrespective of staff engaged by them for performing the works of the Departmental property. The persons deployed by the bidder shall always carry the proof that they have been covered under ESI,

PF. Mere proof of furnishing the code number of the bidder will not be sufficient. The proof of compliance shall be included in the monthly bill without which it will not be processed.

- iv. The Security personnel deployed shall be employees of the bidder and all statutory liabilities shall be paid by the bidder. Possibilities of enhancement in any statutory liabilities should be factored in while quoting the financial bid.
- v. The persons deployed for security purposes by the bidder will have no claim for regular Government job.
- vi. The successful bidder shall indemnify the Department against payments to be made under and for the non-observance of the laws (if any).
- vii. The successful bidder shall furnish the name, qualification, proof of identity and effective verification of investigation into the background, antecedents, past conduct and character of each person the bidder proposes to deploy in the premises of the Department.

C. Start of services

- i. The successful bidder shall present himself for signing the contract along with the performance security in the form of Bank Guarantee immediately after receipt of communication of successful bid from the Commissioner, Secunderabad GST Commissionerate.
- ii. Should the successful bidder fail to start services, Commissioner, Secunderabad GST Commissionerate shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by Department in making alternative arrangements along with penalty of Rs. 2500 per day for the delay period.
- iii. Near relatives of all Department employees, either directly recruited or on deputation, is prohibited from participation in tenders and execution of works. In this regard a certificate should be furnished.

D. Performance evaluation

- i. The successful bidder's performance will be evaluated from time to time by the Department. Failing to achieve the minimum standard will not only attract imposition of penalty of Rs. 1000/- per month under the contract, but also liable for termination of the contract.

E. Extension and Termination of Contract

- i. The Commissioner reserves the right to terminate the contract at a time with one month's notice without assigning any reasons thereof for which no letter of reason/ explanation can be sought for by the successful bidder. The Commissioner will also have the right to extend this contract on the same rates, terms and conditions at one time or in spells of lesser time period up to a cumulative maximum period of one year or till an alternate arrangement is made whichever is earlier. Any further extension on the same rates, terms and conditions will be mutually agreed upon.
- ii. The Commissioner may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder terminate the contract,
 - a. If the successful bidder fails to provide the services as per the terms and conditions of this contract on the dates and on the specified times as requisitioned by Commissioner.
 - b. If the successful bidder fails to perform any other obligation(s) under the contract.
 - c. If the successful bidder fails to achieve standards demanded by the scope of contract.

F. Arbitration

- i. In event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Commissioner. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- ii. The venue of the arbitration proceeding shall be the office of the Commissioner or such other places as the arbitrator may decide.

G. Force Majeure

Neither the successful bidder nor the Commissioner shall be liable for any delay, default or failure under this agreement if such delay, default or failure arose as a direct consequences of force majeure including strikes, lock out, war and civil unrest.

H. Court Jurisdiction

- i. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have jurisdiction to determine the same.

I. Penalty

- i. In case of breach of any conditions of the contract and for all types of losses caused by the successful bidder, Commissioner shall levy penalty and make deductions as deemed suitable or as specified in the contract, and deduct the same from the bills preferred by the successful bidder.
- ii. Nature of penalty leviable under this contract is summarized as under the convenience. Deployed guards continuously for more than one shift, Rs. 500/- per incident. Occupancy of outsiders in guardroom and in space allocated for guard equipment storage, Rs. 1000/- per incident. Failure to deploy equipments as per the contract, Rs. 100/- per day. Non-wearing of approved uniform while on duty, Rs. 50/- per person / incident. Found Chit – chatting, smoking, chewing pan, unwarranted loitering in corridors etc, Rs. 50/- per incident. Found in possession of personal mobile on person while on duty other than for supervisor, Rs. 50/- per incident. Found using rooms other than allocated for personal conveniences, Rs. 50/- per incident. Delay in Commencing the service, Rs. 2500/- per day. Failure to improve performance evaluation grade after notification, Rs. 1000/- per month.

J. Payment

- i. The successful bidder is solely responsible for payment of wages to the staff deployed.
- ii. The successful bidder is responsible for deduction and payment of all Government Taxes including GST.
- iii. The successful bidder's monthly bills should be supported by muster rolls attendance etc., for the respective month. If man power is not deployed as agreed, proportionate amount will be deducted from payment.
- iv. The Commissioner shall recover at source, Income Tax and other applicable taxes on the gross bill value, payable per month to the successful bidder at the rates prescribed and remit the same to the concerned authorities.
- v. Penalties, damages, and contract non-compliance recoveries quantified, if any, will be recovered from the monthly bill payments.
- vi. The successful bidder shall not petition for revision of rates tendered by him under any circumstance at any stage of work, either during execution or when the final claims are settled.

2. TENDER PROCESS AND AWARD OF CONTRACT

Quotation should contain **Pre-qualification cum Technical Bid [ANNEXURE-3], Financial bid [ANNEXURE-4]**. The envelopes shall be marked accordingly on the top.'

3.1 Pre-qualification criteria:

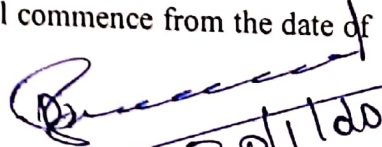
The agency shall satisfy the following conditions to participate in the tender process. **(Documentary proof shall be enclosed)**

- (a) The bidder (as on the date of filing the tender document) is engaged in security services contract with at least 05 (five) reputed organizations.
- (b) At least 50 or more guards should have been employed by the reputed organizations for the last three years in three reputed organizations.
- (c) **Legal Valid Entity:** The bidder shall necessarily be a legally valid entity either in the form of a company registered under the companies ACT, 1956 or a limited liability partnership or a partnership firm or a proprietary concern or an association of persons. A proof for supporting the status of the bidder shall be submitted, i.e. copy of certificate of incorporation or partnership deed etc.,
- (d) **Financial Capacity:** the bidder should have the minimum annual turnover of **Rs. 75 lakhs (Rs Seventy Five Lakhs only)** each in the last three financial years, 2016-17, 2017-18, 2018-19 individually or as a consortium.
- (e) **Registered Firm:** the Bidder should be registered with the GST, Income tax and also registered under labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation. Relevant proof in support shall be submitted.
- (f) **Experience:** The Bidder should have experience in the similar field of providing security services in the big organizations and or Government Departments/PSU for the last five years. Relevant proof in support shall be submitted.
- (g) **Man Power:** The Bidder should have on its roll a minimum of 50 manpower engaged in the similar nature of security services as on the last date of submission of the bid. Relevant proof in support shall be submitted.

3.2 Other Terms & Conditions:

- i. The quotations should be uploaded within the bid end time.
- ii. The Department reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- iii. At any time prior to the date of submission of bids, Commissioner may for any reason, whether at its own initiative or in response to clarification requested by a prospective bidder, modify the bid documents by amendment.
- iv. The amendments if any, shall be informed/intimated to all prospective bidders to the address intimated at the time of obtaining of bid document from the Commissioner and these amendments will be binding on them.
- v. In order to afford reasonable time to the prospective bidders to take the amendments into account in preparing their bids, the Commissioner, may, at his discretion, extend the deadline for the submission of bids suitably.
- vi. An evaluation of the firm for its reputation, infrastructure, system management & capability to provide required personnel etc. will be done by the department before finalizing the tender.
- vii. The successful bidder has to submit a Performance guarantee @ 5% of the Annual value of the contract in the form of Bank Guarantee within ten days after receipt of communication of successful bid. The security should be in form of irrevocable Bank Guarantee issued by a nationalized bank in favor of Commissioner and valid for the contract period of **12/24/36 months** from the date of execution of agreement of contract in the form provided in the Tender document at **ANNEXURE-V**.

- Such Guarantee shall remain in force for the period of the contract. In case the contract is extended as per mutual agreement the period of validity of the Bank Guarantee should be for a period up-to two months following the period of contract.
- viii. In the event of termination of the contract by the successful bidders without notice and before the contractual period, the Bank Guarantee is liable to be forfeited.
- ix. The Department shall return the Bank Guarantee after the expiry of the agreement period after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined by the Commissioner.
- x. The tenders shall be opened on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. In the event of the date being a closed holiday, the tender would be opened on the next working day at the same time. Unsealed tenders shall neither be opened nor considered. Such unsealed tenders shall be returned to the concerned bidder after received their written request. The Tender Opening Committee [TOC] shall open the sealed tenders.
- xi. Compliance Report on all the terms and conditions of the contract must be submitted by the bidder as per the ANNEXURE-II.
- xii. The Pre - qualification and technical bids will be evaluated for satisfaction of the terms of the tender.
- xiii. Conditional tenders are liable to be rejected.
- xiv. If on check there are differences between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed.
- (1) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder, shall be taken as correct.
 - (2) When the bidder does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, then the rate quoted by the bidder in words shall be taken as correct.
 - (3) When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.
 - (4) The rate will be inclusive of all taxes (except GST) fees , levies etc. and ant revision in the statutory taxes, fees, minimum wages will be the responsibility of the bidder.
- xv. The Commissioner is not bound to accept the lowest bid. The Commissioner reserves the right to award the work to more than one agency depending upon exigencies and requirements.
- xvi. The Commissioner reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts entered into with Commissioner or with any Central or State governments.
- xvii. The Commissioner reserves the right to award the work on experimental basis for a period of not less than 2 weeks and not more than 12 weeks, to see and evaluate the performance of the bidder, before formal award of the tender. The bidder will do the work as per the terms and conditions of the tender.
- xviii. Notwithstanding anything contained in aforesaid paras, Commissioner may award the work order to the successful bidder immediately on opening of the financial bid. The work order will be issued in writing and communicated through e-mail as provided by the successful bidder and sent by post to the address as provided in the tender document.
- xix. The timelines for submission of 'Bank Guarantee' and start of service will commence from the date of receipt of communication of successful bid.


(पी. जयदेव/P. Jayadev)
संयुक्त आयुक्त/JOINT COMMISSIONER

**Annexure – I
Affidavit**

Sir,

Sub.:
Authority:

I, the undersigned hereby state that employees / staff working (as per list enclosed) for M/s. _____ in GST & Central Excise Department, Secunderabad Commissionerate, Hyderabad are in no way related to any of the Department officials of GST, Central Excise and Customs are in no way related to any of the officials of GST, Central Excise and Customs. In the event of any unusual or illegal or unacceptable act/ incidents/accidents caused by the employee / staff working for M/s. _____ I will take full responsibility for the lapses and misconduct on the part of employees / staff engaged by me.

Thanking you,

Yours faithfully,

Signature,
Name :
Seal:

Annexure- II

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 hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), etc.), which form part of the contract agreement and I/ We shall abide hereby the terms / conditions/ clauses contained therein.
2. The corrigendum (s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in it totality/ entirety.
4. 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)

Yours faithfully,

(Signature of the Bidder, with name and
Official Seal)

Annexure- III

Performa for Technical Bid

1.	Name of the Registered Organization/ Firm	
2.	Status of ownership (viz. Proprietary/Partnership/Company)	
3.	Address of the organization / Firm (with Tel. No / Fax No. & Email) Main / Branch Office address at Hyderabad (Attach proof)	
4.	Name of Address of the Proprietor / Partner / Director with mobile numbers	
5.	Contact numbers of person(s) (with mobile numbers)	
6.	Permanent Account No. of the firm as allocated by the Income Tax Department (copy to be attached.)	
7.	Licence Number obtained from Labour Commissioner (copy to be attached)	
8.	GST Registration (copy to be attached.)	
9.	Employees Provident Fund Number allotted by Regional Provident Fund Office (copy to be attached.)	
10.	ESI Registration No. (copy to be attached.)	
11.	Annual turnover for the last 3 years (copy to be attached)	
12.	List of present clients along with proof of Job Order certificate	
13.	Experience in providing Security services to PSU/ Govt. Organisation for last three (03) years (copies of the contract papers/ letters/ testimonials are to be attached)	
14.	No. of personnel to be deployed for security services by the Service Provider	
15.	Whether Earnest Money deposited? Please tick the applicable choice. If exempted indicate the relevant certificate	

(Note :- Attach attested Photo copies of all the above Documents.)

[Signature of Authorized Person]

Declaration

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

[Signature of Authorized Person]

Name :
Seal:

ANNEXURE - IV

Financial Bid Undertaking Document

1. Name of the party :
2. Address (With telephone No and Fax No) :
3. Name & Address of the proprietor/Partners/ : Directors (with mobile numbers)

Declaration

I/We submit the Price Bid for Security service in the BOQ envisaged in the bid document.

I /we have thoroughly understood all the terms and conditions in the bid documents and agree abide by them.

I /we offer to work at the rates as indicated in the Price Bid.

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

[Signature of Authorized Person]

Name :

Seal:

ANNEXURE -V
[PERFORMANCE SECURITY GUARANTEE BOND FORM]

1. In consideration of the Commissioner GST and Central Excise, Department, Secunderabad Commissionerate Hyderabad (herein after called Commissioner having agreed to exempt----- (herein after called the said Contractor) from the demand under the terms and conditions of an agreement! No----- dated----- made between ----- and-----for One/two year for the work of -----(hereinafter called the said Agreement) of security deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement on production of a bank guarantee for----- --- we name of the Bank)----- (herein after referred to as the Bank) at the request of----- (Contractor) do hereby undertake to pay to the Commissioner an amount not Exceeding----- against any loss or damage caused to or suffered or would be cause to or suffered by the Commissioner by reason of any breach by the said Contractor of any of the terms or conditions contained in the said agreement.

2. We (name of the Bank)----- do hereby undertake to pay the amount due and payable under this guarantee without any demur merely on a demand from the Commissioner stating that the amount claimed is due by way of loss or damage caused to or suffered by the Commissioner Secunderabad GST Commissionerate, Hyderabad by the reason of breach by the said contractor of any terms or conditions contained in the said agreement or by the reason of the contractor's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Commissioner on these count shall be final and binding on the bank. However our Liability under this guarantee shall be restricted to an amount not exceeding-----.

3. We undertake to pay to the Commissioner any money so demanded not being withstanding any dispute or dispute raised by the contractors/suppliers) in any suit or proceeding pending before any court or tribunal relating thereto, or liability absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor/suppliers(s) shall have no claim against us for making such payment

4. We (name of the bank) -----further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Department under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Commissioner certifies that the terms and conditions of the said Agreement have been fully and property carried out by the and contractor and accordingly discharges this guarantee. Unless a demand or claim under the guarantee is made on us in writing on or before the expiry of 12/24 months from the date hereof we shall be discharged from all liability under this guarantee thereafter

5. We (Name of the Bank)----- further agree with the Commissioner that the Commissioner Hyderabad shall have the fullest liberty without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Commissioner against and said contractor and forbear or enforce any of the terms and conditions relating to the said

agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or for any forbearance act or omission on the part of the Commissioner or any indulgence by the Commissioner to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor's suppliers).

7. We(name of the Bank) ----- lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Commissioner in writing Dated the day of for (Indicate the name of the Bank)

Annexure-VI

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 their 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.

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 /email 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 available in the scanned copy should be 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 blue 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 reference as the deadline 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 128bit 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.

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9. 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.

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

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232