



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

C. No. I/22/25/2020-Admn

Date: .05.2020

**E-TENDER NOTICE FOR OUTSOURCING OF HOUSE KEEPING SERVICES FOR
 SECUNDERABAD GST COMMISSIONERATE, HYDERABAD**

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 House keeping Services to provide house-keeping services at the following office premises.

Sl.No	Hqrs/Division/Ranges	Address	AREA (Approx)
1	Office of the Commissioner of Central Tax and Central Excise,	4 th ; 5 th and Part of 7 th floor Secunderabad GST Commissionerate. GST Bhavan Basheerbagh, Hyderabad-500004	20052 Sft.
2	Office of the Deputy Commissioner, Central Tax and Central Excise, Secunderabad Division/Ranges of Secunderabad Division	Door no. 2-4-416 &417, , Salike Senate Building, Ramgopal Pet, M.G. Road, Secunderabad - 3	12964 Sft.

Total : 33016 sft

2. The complete tender document containing general terms & conditions, pre qualification requirements etc. are available on <http://eprocure.gov.in/procure/app> & www.cbec.gov.in and can be downloaded free of cost.

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. There should be attachments for Technical Bid, Financial Bid in BOQ Format and Tender Acceptance Letter. The tender shall be submitted online in two parts, viz., Technical Bid & Price/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 shall not be considered. No correspondence will be entertained in this matter.

Bid submission last date	:	27.06.2020 up to 14.00 hrs
Language of Bid Submission	:	English
Currency	:	Indian Rupees (INR)
Name and Address for Communication and seeking clarification	:	Smt. G.V.Dhanalakshmi, Superintendent (Admn), Secunderabad GST Commissionerate, Room No. 507, Mob. 8019059379
Technical Bids will be opened on	:	27.06.2020 at 11.00 hrs
Financial Bids opening	:	Financial bids of those bidders who qualify on evaluation of Technical bids would be opened online subsequently.
Period of Hiring	:	One year

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 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>.

Enclo.:	
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

(पी. जयदेव/P. Jayadev)

संयुक्त आयुक्त/JOINT COMMISSIONER

Copy for information to:

1. The Additional Commissioner , Office of the Chief Commissioner, Central Tax and Central Excise, Hyderabad Zone, Hyderabad
2. Notice Board of Secunderabad GST Commissionerate.
3. The Superintendent (System) Central Tax and Central Excise, Secunderabad GST Commissionerate– for publishing in the official website and CBEC website.



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NOTICE INVITING TENDER FOR OUT SOURCING OF HOUSE-KEEPING SERVICES.

1. Online tenders are invited from reputed House Keeping Contractors for cleaning and housekeeping services of the office buildings including constructed area of the Hqrs. Office, Divisional Offices and Range Offices of Central Tax and Central Excise, Secunderabad GST Commissionerate on outsourcing basis during the period of one year from the date of award of contract. The details of the office premises along with the location and the area are as follows:

Sl.No	Hqrs/Division/Ranges	Address	AREA (Approx)
1	Office of the Commissioner of Central Tax and Central Excise,	4 th , 5 th and Part of 7 th floor Secunderabad GST Commissionerate. GST Bhavan Basheerbagh, Hyderabad-500004	20052 Sft.
2	Office of the Deputy Commissioner, Central Tax and Central Excise, Secunderabad Division/Ranges of Secunderabad Division	Door no. 2-4-416 &417, Salike Senate Building, Ramgopal Pet, M.G. Road, Secunderabad - 3	12964 Sft.

Total : 33016 sft

The bidders need to quote their rates per Sq. ft. per month basis only and in no case the wages proposed per person per month should be less than the standard minimum wages envisaged by the labour Dept. (incl. of all statutory levies & taxes).

2. SCOPE OF WORK.

OFFICE AREA

- a) Cleaning, sweeping and wet mopping of the entire area including the lobby, toilets/washrooms, and lift shafts etc. on every working day.
- b) Collection of all sweepings, garbage and waste material and their effective disposal.
- c) Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like Phenyl, Harpic, Vim, and Surf etc. thrice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
- d) Shifting of furniture, files and other office equipment, whenever required.
- e) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/ chair and electronic gadgets like computer, telephone, fax machines and photo copier machines, sofa-sets, fans etc.
- f) Cleanings of pantry area, wiping and cleaning of wooden formica and glass surfaces, window sills and frames and plant pots and removal of stagnant water.
- g) Internal and external cleaning of doors & cleaning of all frequently touched surfaces like door knobs, lift buttons, staircase railings, chair handles twice at each sections with disinfectants.
- h) Cleaning of venetian blinds, ceilings, walls, AC duct, grills and beams.
- i) Cleaning of entire floor space, glasses and pantry with detergents.
- j) Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
- k) General maintenance and up keep of the entire office premises.
- l) The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and should keep the office premises, other rooms, utensils, toilets etc neat and tidy. Any breach of these conditions will result in the immediate termination of the contract.

3. JOBS TO BE CARRIED OUT WEEKLY.

- a) Cleaning of window panes with mild detergent such as Collin Spray and any other cleaning operation assigned / required.
- b) Vacuum cleaning in the sections, all computers in the office and the sofa-sets, twice a week.

4. CLEANING MATERIALS:

The cleaning material will be provided by the Department in such quantity and of such quality as determined by the proper officer of the Department

5. TERMS AND CONDITIONS

- a. Bidder/s should have experience in housekeeping for at least past three years. Bidder/s providing similar service to other Government Departments will be given preference. Testimonials of good service and good behaviour of labour employed with past and current clients would also be preferred.

- b. Bidder/s shall be duly registered with ESIC, Provident Fund, GPF and other relevant statutory authorities dealing with employment of labour. All existing statutory requirements of both the State as well as the Central Govt., shall be adhered to by the Contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. Contractor not registered under the ESIC and Provident Funds Act and other relevant statutory enactments dealing with employment of labour need not apply.
- c. The bidder/s should have complied with various statutory provisions of Service Tax, EPFO, ESIC and other applicable Acts in previous three years.
- d. Bidders should be paying minimum wages and allowances to his employees as prescribed by the respective Central and State Government authorities as and when amended from time to time.
- e. Employing local persons will be given preference. Bidders are allowed to visit the premises to take state of the job or it may deploy sufficient no of persons to carry out the job.
- f. The person employed will be required to work on all days except Sunday and Holidays declared by the Government of India/Local State Authority. All persons employed are expected to be committed, courteous and to follow instructions given to them by this office.
- g. Contractor or its persons employed are barred from forming association and indulging in any Union activities. Such activities on this count would render the contract liable to termination.
- h. The duty hours of housekeeping staff would be decided by the Office of the Commissioner of Central Tax and Central Excise, Secunderabad GST Commissionerate. This office reserves the right to call for the services of the housekeeping staff, if required, even on Sundays/Holidays also.
- i. Bidder should state the lump sum amount to be charged on monthly basis, as well as rate per Sq. Ft. per month in financial bid and also state the number of labours to be employed in the technical bid.
- j. Bidder should comply with statutory requirements pertaining to child labour.
- k. Contractor shall be solely responsible for payment of wages/salaries with other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Commissionerate shall have no liability whatsoever in this regard and the Contractor shall indemnify this Commissionerate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- l. Period of the contract will be for one year from the date of award of contract and as per the requirement of this office as decided by the appropriate authority extendable by one more year at the same rates, terms & conditions subject to the performance of the service provider.
- n) Any statutory levy in respect of the services being provided found leviable at any time shall be borne by the contractor only even if not already included in the contract.
- o) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- p) It is clarified in no ambiguous terms that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in the official premises for claiming any regular or part time employment in this office or any other Govt. Office. Any litigation on this account would render the contract liable for termination.
- q) The Contractor will provide his staff with the necessary uniform (for Gents- Shirt – Sky blue / trouser navy blue; for Ladies- Salwaar Kameez/Saree in similar combination and Shoes). The cost

- will be borne by the service provider. Contractor is required to verify the antecedents of persons employed including past police records, before deploying the persons in this office.
- r) Photographs, full address and telephone number of all housekeeping personnel should be provided to the competent authority of this department for records.
 - s) Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. The Commissionerate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Commissionerate, the same shall be indemnified by the Contractor on his cost.
 - t) Contractor shall in no case lease/transfer/sublet or appoint care taker for services.
 - u) No other person except Contractor's authorized representative shall be allowed to enter the premises of the Commissionerate.
 - v) The Central Tax and Customs, Secunderabad GST Commissionerate (hereinafter referred to as the Commissionerate) reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
 - w) The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.
 - x). In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
 - y) Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
 - z) The Contractors must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the Commissionerate.
 - aa) No other allowances of any kind including transport/food/clothing /washing/overtime etc will be paid by this office.
 - bb) Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason and the Contractor intends to terminate the contract with this Dept., has to give the termination notice within three months prior notice with proper reasons in writing.
 - cc) The contractor will be responsible for the good conduct and high degree of discipline of all workers deployed and will be liable legally for any harm or loss arising to any person whomsoever, in whatever form, from misconduct or any act of negligence. Omission or commission whether intentional or otherwise, of the contractor or any of the worker deployed by the contractor in the course of providing any services stated in this contract and will bear full responsibility and cost of the such behaviour.
 - dd) After the award of contract, the contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
 - ee) The department will not be a party to any dispute between Contractor and workers engaged by the Contractor. The issues/disputes relating to the contractor and their workers have to be redressed by the Contractor himself. The department will not be responsible for any dispute relating to their

welfare, health and other facilities including their deployment and retrenchment etc., or any other issues either with any Government department or otherwise.

- f) A pre-bid meeting will be held at 15.00 hrs. of2020 at Hqrs at Room No. 507 to clarify the doubts if any arising out of the tender documents

6. TERMS OF PAYMENT

- i) The tenderers will quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per person basis. The deduction towards EPF, ESI & bonus etc. should be inclusive in the rates quoted as per square feet per month and the same would not be payable over and above the rate thus quoted. **In no case the wages proposed per person per month should be less than the standard minimum wages envisaged by the labour Dept. (incl. of all statutory levies & taxes).**
- ii) The contractor will submit the monthly bill for reimbursement in duplicate which shall be got certified by the officer-in charge as per his satisfaction regarding the provision of services. **The contractor shall make regular and full payment of labour wages which should not be less than that fixed under minimum wages.**
- iii) The Contractor is responsible for payment of salaries and other statutory payment to the workers on monthly basis as applicable to them under law. The contractor should ensure that the same are paid on time by 10th of every month without waiting for the payment of the bill by the Department.
- iv) **After awarding a contract, the contractor should furnish performance security deposit amount equal to one month's payment in favour of the Commissioner, Central Tax & Customs, Secunderabad GST Commissionerate in the form of Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank. The Performance Guarantee will be returned to the selected bidder without any interest after 1(one) month from the completion of contract period.**

7. PENALTY CLAUSE:

This office reserves the right to deduct the amount as determined by this office on reasoned and proportion basis, in case if any irregularity in provision of services or of any non-compliance of directions of this office effects the provision of services.

8. MODE OF SUBMISSION OF BIDS:

1. Pre-qualification criteria:

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

- (a) **Experience:** The Bidder should have experience in the similar field of providing house keeping services in the big organizations and or Government Departments/PSU for the last three years. Relevant proof in support shall be submitted.
- (b) **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.,
- (c) **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, individually or as a consortium.

- (d) **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.
- (e) **Man Power:** The Bidder should have on its roll a minimum of 50 manpower engaged in the similar nature of house keeping services as on the last date of submission of the bid. Relevant proof in support shall be submitted.

8.2 Other Terms & Conditions:

- i. The quotations should be uploaded within the bid end time in the annexures attached along with the supporting documents.
- 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. 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.
- v. 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.
- vi. 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 favour of Commissioner and valid for the contract period of **12/24 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.
- vii. 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.
- viii. 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.
- ix. Compliance Report on all the terms and conditions of the contract must be submitted by the bidder as per the ANNEXURE-II.
- x. The Pre – qualification and technical bids will be evaluated for satisfaction of the terms of the tender.
- xi. Conditional tenders are liable to be rejected.
- xii. The rate will be inclusive of all taxes (inclusive of applicable GST), fees, levies etc. and any revision in the statutory taxes, fees, and minimum wages will be the responsibility of the bidder. The bidder should submit the breakup of minimum wages per person per month.

xiii. 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.

xiv. 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.

xv. 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.

xvi. 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 communicated to the contact id or address as provided by the successful bidder in the tender.

xvii. The timelines for submission of 'Bank Guarantee' and start of service will commence from the date of receipt of communication of successful bid.

xx. The service providers will be short listed on the basis of their technical competency, eligibility, past credentials, testimonials, references and suitability after opening of technical bids. Financial bids of only those bidders who are short-listed on the basis of Technical Bid will be opened. The decision will be governed by the rates per sq. ft. per month, number of persons to be deployed and the bid with lowest quotation among the opened bids will normally be approved.

xxi. This office reserves the right to reject/cancel any/all bids in part/full without assigning any reason for the same. The decision of this office in this regard will be final and will not be open to question by any person in any form in any forum.

(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.

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.	Experience in providing house-keeping services to PSU/ Govt. Organisation for last three (03) years (copies of the contract papers/ letters/ testimonials are to be attached)List of present clients along with proof of Job Order certificate	
13.	No. of personnel to be deployed for house keeping services by the Service Provider.	
14.	Whether MSME or not (If yes, certificate is to be attached)	
15.	Amount of average monthly Minimum Wages and breakup thereof.	

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

Proforma for Technical Bid

1	Name of the Party	
2.	Postal address	
3.	Telephone No.	
4.	Mobile No.	
5.	Name of Contact Person / Authorised Person	
6.	Mobile No. of Authorised	
7.	Permanent Account Number (PAN) allotted by Income Tax Deptt	
8.	GST No.	
9.	Employees Provident Fund Registration No.	
10.	Employees State Insurance Corporation Registration No.	
11.	Contract Labour Act Licence No. & date & its validity period	
12.	Name & address of Customer to whom Housekeeping & cleaning Services Provided. Copy of work order of Govt. Department may be submitted, if any.	
13.	Details of experience in this field & turn-over in three years	
14.	Copies of ITR within three years	
15.	Total staff/workers of the firm	
16.	No. of Labours proposed to be engaged	
17.	Whether conditions of para 5 of the Tender Notice are fulfilled or not.	

Note:- Attach attested photo copies of all the above Documents. Copy of Notice inviting tender duly signed as a token of acceptance be submitted with the tender documents. Non-submission of any of the above details/ documents may result in disqualification of bid.

TECHNICAL BID ENCLOSURE

1. Name of the organization/Firm:-
2. Address:- (With Tel No., Fax No. & email)

Minimum Basic wages as Per Central Labour Ministry per person per day including VDA	Amount of statutory contributions (EPF, ESI & Others) (in Rs.) (Per Person Per Day)				Total per person per month (for 26 days) in Rs.
	ESI	EPF	BONUS	OTHERS	

DECLARATION

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

Signature with date

Name of the Firm

Seal