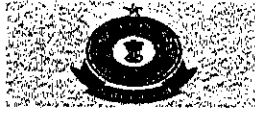


दूरभाष/Telephone: 044-25221918

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(आई.एस. 15700:2005 प्रमाणित)
(I.S.15700:2005 CERTIFIED)

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भारत सरकार

GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
आयुक्त सीमा शुल्क का कार्यालय, लेखापरीक्षा आयुक्त
OFFICE OF THE COMMISSIONER OF CUSTOMS, (AUDIT)
सीमा शुल्क भवन, नं. 60, राजाजी सालै, चेन्नै-600 001
CUSTOM HOUSE, NO. 60, RAJAJI SALAI, CHENNAI-600 001.

F.No. S Misc.11/2018-Audit Commt.

Dated: 15.10.2018

TENDER No.1/2018

TENDER FOR HIRING OF OFFICE SPACE FOR THE OFFICE OF THE COMMISSIONER OF CUSTOMS (AUDIT), CHENNAI CUSTOM ZONE, CHENNAI.

The Commissioner of Customs (Audit), Chennai Customs invites tenders for hiring suitable office accommodation on rent having approximate carpet area of 30,000 square feet for their office at Chennai, from the legal owners/power of attorney holders of suitable buildings along with provisions for sufficient car parking space in the most suitable area, preferably within the premises. The locations where the buildings are required are detailed at Annexure - A.

2. The amount of rent payable for the premises taken on lease will be as per the Government of India Rules and the same shall be fixed and paid in accordance with the Government of India instructions, in force. Interested parties having clear title may download the tender details from the official websites www.eprocure.gov.in, www.cbic.gov.in or www.chennaicustoms.gov.in. The bids complete in all respects, should be submitted online on Central Public Procurement (CPP) Portal on or before 11/12/2018. The offers received beyond the specified date shall not be entertained.

Enclosures:

- (i) Locations where building is required at Annexure -A.
- (ii) Terms and conditions at Annexure - B.
- (iii) Technical Bids at Annexure - C.
- (iv) Financial Bids at Annexure - D.
- (v) Instructions for online Bid Submission at Annexure - E.

(M. TAMIZH VENDAN)
ADDITIONAL COMMISSIONER OF CUSTOMS
AUDIT

Copy to:-

1. The Deputy Commissioner of Customs (EDI), Customs House, Chennai for publication in the official websites i.e. www.eprocure.gov.in www.cbic.gov.in and www.chennaicustoms.gov.in
2. The Notice Board at Custom House, Chennai-600001.

ANNEXURE - A

Chennai Customs Audit Commissionerate space requirement (approx 30,000 square feet)

Location preferred

1. PARRYS CORNER, CHENNAI
2. ANNA NAGAR, CHENNAI
3. NUNGAMBAKKAM, CHENNAI
4. GUINDY, CHENNAI
5. ST. THOMAS MOUNT, CHENNAI
6. KANDAN CHAVADI OMR, CHENNAI

=====

ANNEXURE – B

Terms and Conditions:-

1. The tender shall be submitted only through online at website <https://eprocure.gov.in/eprocure/app> in two parts viz. Technical Bid and Financial Bid. The terms and conditions (this Annexure-B) shall also form part of tender to be submitted online by the bidders on the CPP Portal. All the pages of Technical bid being submitted, scanned copy of demand draft towards Earnest Money Deposit(EMD) and this Annexure-B must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
2. The bidders shall bear all costs associated with the preparation and submission of their tenders and the Customs Audit Commissionerate will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by the Commissioner of Customs, Chennai Audit Commissionerate. All Columns in the tender documents shall be duly filled in and no column shall be left blank. NIL or NOT applicable shall be marked, where there is nothing to report. The Commissioner of Customs, Audit, Custom House, No.60 Rajaji Salai, Chennai-600001 reserves the right to reject incomplete tender in the event of any of the particulars being found to be incorrect.
3. (A) **EARNEST MONEY DEPOSIT(EMD)**: No tender documents will be accepted which has been sent offline, by fax, e-mail or any other such means except Earnest Money Deposit(EMD). Each tender/bid should be accompanied by an **Earnest Money Deposit(EMD) amounting to Rs.6,00,000/- (Rupees Six Lakhs only)** which shall be in the form of Demand Draft from any Nationalised Bank / Scheduled Bank drawn in favour of "THE COMMISSIONER OF CUSTOMS, CHENNAI" payable at Chennai and shall be submitted in person to The Assistant Commissioner of Customs(Admn), Chennai Audit Commissionerate, No.60 Rajaji Salai, Custom House, Chennai-600001 on or before the last date of submission of 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 bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer or the details furnished found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit. No other form of deposit towards Earnest Money shall be accepted. Tenders not accompanied by the Earnest Money Deposit will be summarily rejected. No exemption from payment of EMD is available to any bidder for any reason. Earnest Money deposited with other Tender will not adjustable with this Tender.
(B) **PERFORMANCE SECURITY/GUARANTEE**: The successful tenderer will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit Rs.6,00,000/- (Rupees Six Lakhs only) in respect of the leasing premises towards performance security which is non-interest bearing in the form of Bank Draft / Bank Guarantee issued by a Nationalised Bank only drawn in favour of the Commissioner of Customs, Chennai-1 payable at Chennai. Earnest Money Deposit of the successful bidder will be returned on receipt of Performance Security. However, if a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of the Commissioner of Customs(Audit), Chennai, the earnest money will be forfeited. The performance security will be refunded/returned to the successful bidder within 3 months after successful completion of the lease agreement period of 3 years or extension, if any thereof and settlement of accounts.
4. A **pre-bid meeting** with all interested bidders is proposed to be conducted on **04.12.2018 by 11.00 a.m.** at the Office of the Commissioner of Customs, Chennai Audit Commissionerate, Krishna Block, Third Floor, No.60 Rajaji Salai, Custom House, Chennai-600001 for clarifications, if any, required on the tender documents. All bidders are requested to attend the pre-bid meeting. In case of authorised representative, bidder should send a letter of authorisation containing the specimen signature of their representative who is deputed to be present at the

pre-bid meeting. Representative without the letter of authorisation will not be permitted to attend the pre-bid meeting. The maximum number of representatives that a bidder can depute to attend the pre-bid meeting will be limited to one. The bidder or his authorised representative who was present shall sign a register evidencing their attendance. In the event of the specified date of pre-bid meeting being declared as a holiday for the department, the pre-bid meeting shall be held at the specified time on the next working day. If required, a minutes of the pre-bid meeting along with necessary clarification will be uploaded on the CPP website for the benefit of the bidders. At any time, upto two days prior to the last date specified for submission of the bids, Commissioner of Customs, Chennai Audit Commissionerate may, for any reason suo-moto or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/corrigenda etc.). Any amendments (addenda/corrigenda etc.), thus issued, will be hosted on the CPP website, upto two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by this department, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendments(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to the bidders.

5. The tender and all correspondence and documents related to the tender, exchanged between the bidder and the buyer shall be written in the English language only. If the bidder alongwith their offer furnish any printed literature written in any other language, such documents shall be supplemented with their English Translation also. For the purpose of interpretation of the tender, the contents in the English translated version alone shall be taken into consideration. **The Technical Bids shall be opened in online on 13.12.2018.** After opening the Technical Bids, physical inspection of the premises offered by the bidders will be carried out by the Hiring Committee for assessing the suitability of the accommodations, verification of their credentials and other liabilities so as to verify as to whether the offered premises is fit for Chennai Customs Audit and is as per the requirement of tender. **The financial bids shall be opened online after completion of physical verification of the premises by the Hiring Committee and the financial bids of only those who qualify on evaluation of Technical Bids and approved by the Hiring Committee after physical verification would be considered.**
6. Most competitive per square feet rate should be offered/quoted in the Financial Bids for entire agreement period of three (3) years. The monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking, open parking area) for the entire agreement for a period of 3 years in the Financial Bids. No separate rent will be paid for covered/underground parking and open parking area.
7. Finalization of rent, based on location, quality of construction and age of the building is subject to the certification by CPWD and final approval/sanction by Government of India as per rules framed in this regard. The assessment of reasonable rent will be done by the CPWD which is the Competent Authority to issue Rent Reasonableness Certificate (RRC)/Fair Rent Certificate. The rent shall be paid as per the RRC or as quoted by the bidder, whichever is less.
8. Renewal of lease agreement is also subject to certification by CPWD/Hiring Committee and final approval/sanction by the Government of India as per rules framed in this regard. The lease or revision of the rent would be such that such revision shall not exceed 8% per annum of the rent payable at the time of such revision.
9. Bidders may note that no increase in rental charges will be allowed during the initial three (3) years of the agreement period. If lease is extended beyond three years, renewal of rent would be as per Fair Rent Certificate given by the CPWD and rate mutually agreed between the parties. The percentage increase between shall not exceed 8% p.a. In case the department intends to vacate the premises within the initial period of 3 years or during the extended period the department shall serve one month notice to the bidder and vacate.

10. The rate quoted shall be exclusive of service tax. The applicable rate of taxes may be indicated. No advance would be given by the Department as deposit of rent.
11. All existing and future taxes, including property taxes, assessment charges and other outgoing of any description in respect of said premises shall be borne by the owner/bidder.
12. The charges for electricity and water used by this office in the said premises during lease period will be as per prevailing rates. For electricity supply through generator set, a separate meter should be installed. The charges for electricity supplied per unit through generator set shall be paid to the bidder, along with monthly rent as per the meter reading.
13. Rent charges shall be paid as per the lease agreement. No earnest money deposit/security deposit or advance rent will be given by the department to the owner offering the premises.
14. Intending parties may furnish complete details in the Technical Bids given in Annexure – C and Financial Bids in Annexure – D. Incomplete/incorrect bids will be treated as rejected. No further correspondence will be entertained.
15. Tender received after the due date and time for whatever reason, shall not be entertained.
16. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.
17. Selected party shall be required to sign a Lease Agreement with the designated authority of the Commissioner of Customs (Audit), Customs House, Chennai as a legal requirement. The agreement shall be signed initially for a period of three (3) years extendable for further period as per the requirement. The original copy of the lease documents shall be retained by the hirer.
18. The Premises with appropriate facilitated amenities like partitions, furniture, fixtures, internal electrical wiring, lighting, fire alarm, CCTV surveillance systems power back-up/genset, air conditioning, adequate data structure cabling for LAN/WAN connectivity, inside painting, car parking etc, would be preferred.
19. The premises offered should have construction approval/clearances from all Government Departments as may be necessary by the local authority and should be legally free from all encumbrances and litigations and should comply with building bye-laws of the local authority and fire safety, general security norms.
20. All the taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder for the entire period of tenancy.
21. The Customs Audit Commissionerate shall pay all charges in respect of electricity and water used on the said premises during the lease period as per the prevailing rates.
22. The cost of repair and maintenance of Civil/Electrical installation including Air Conditioning plant, power backup (generator sets), lifts and common areas etc will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Department.

23. The security of the building, maintenance of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the Department. The internal security of the building will be taken care of by the Department. The bidder should make sure that the Lifts work smoothly during the period of contract. In case the security of the building is taken by the Department/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.
24. CCTV surveillance installed in the building should be compliant with the Tamil Nadu Urban Local Bodies (Installation of Closed Circuit Television Units in Public Buildings) Rules, 2012. As a measure of Crime Control, the Government made it mandatory that closed circuit television units (CCTV) should be installed in all public buildings where large gatherings of public congregate. As per Rule 2 d (XV) "public building" means, any building where public have an access for any purpose and used as - office of the Central Government or any State Government or any local authority or anybody corporate owned or controlled by the Central Government or State Government, where more than 100 person are employed or having area of 500 square meter and above. The bidder should make adequate installation of CCTV Surveillance systems in the building.
25. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Department. If the bidder fails to do so, Rs. 500/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended to within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 500/- per minor complaint.
26. Carpet Area measurements: The carpet area shall be the area of the premises which is covered but excluding (a)Wall and Columns (b) Portico/canopy (c)Sanitary Shafts/toilets (d)Stair cases (e)Bon Louvre (f)Lift Walls (g)Air Conditioning ducts (h)Balcony (i)Portion below the window sills (j)Lofts (k)Parking space whether covered or not and (l)Open terrace
27. Lease Rent – Rate per square feet on Carpet area: The carpet area rate shall include statutory charges (i.e. all taxes/cess present and future – House tax, Property tax, Water tax, Sewerage charge and Municipal taxes etc.) except the GST. The rent will be paid from the date of taking possession of the premises of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent for every month is payable by 10th of succeeding month.
28. The following documents should be uploaded with the bid:-
- (i) Scanned copy of entire tender documents, signed and sealed on all pages. Scanned copy of Earnest Money Deposit(EMD). (Original copy of Demand Draft towards EMD should be submitted in person as detailed above). Documents in support of ownership of building/land and constructions therein.
 - (ii) Copy of PAN no. & TAN no. of original owner of premises, if any
 - (iii) Proof that the applicant is the original owners or lease holders or power of holders or authorised agents of properties.
 - (iv) Certificate of authorised signatory from CEO, if the owner is a company, firm, society etc.
 - (v) An affidavit swearing that the space offered is free from any liability and litigation with respect of its ownership, lease/renting and that there are no pending payments against them.
 - (vi) No Objection Certificate from Municipal authorities/CMDA/Fire Department for use of the property.
 - (vii) Copies of approved plan of the accommodation offered.
 - (viii) Attested/Self attested copies of completion certificate issued by the competent authority.
 - (ix) Proof/Certificate from the authorised architect certifying the carpet area of the space offered for hiring.
 - (x) Updated copies of all Municipal/other applicable tax receipts.

- (xi) Undertaking from the owner indicating the period and time when the accommodation could be made available for occupation after signing the agreement.

29.- Scope of Maintenance

The owner would bear the cost of maintenance of the following:-

- (i) Periodical civil, electrical, fire fighting maintenance, Preventive maintenance, drill for fire fighting equipment would be responsibility of bidder.
- (ii) Periodical maintenance of the building, which includes painting of walls doors & windows and all the exteriors and all the common areas of the building.
- (iii) Maintenance of all Elevators, including payment of AMC.
- (iv) Maintenance of Lighting posts, etc of common area and maintenance of water supply system.
- (v) Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- (vi) Provision of signage pertaining to common services.
- (vii) Insurance of building.
- (viii) Maintenance and running of motors and water pumps installed in the premises.
- (ix) Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC etc.
- (x) Day to Day housekeeping, round the clock security and maintenance of all common areas including pavement, landscape, common garden area and provision of consumables for the same.

30. The tenant would bear the cost of the following:-

- (i) Provision of consumables of electrical maintenance, such as bulbs etc for use in the office and internal areas exclusively used by the Chennai Customs Audit Commissionerate.
- (ii) Round the clock internal security to the premises within the carpet area of the tenant/lessee i.e. so far as exclusively used by Chennai Customs Audit Commissionerate, access control and regulating visitor movement.
- (iii) Day to day housekeeping and maintenance of all office and internal areas and provision of consumables for the same in the building so far as exclusively used by the Chennai Customs Audit Commissionerate.

31. The department reserves the right to amend any/all terms and conditions, as it deems necessary.

32. Audit Commissionerate, Chennai Customs shall be under no obligation to accept the lowest quotation.

33. Conditional offers will be rejected.

34. The rates quoted should be only in Indian Rupees.

35. The department reserves the right to reject any/all offers without assigning any reason thereof. No correspondence will be entertained in this regard. Decision of the Chennai Customs Audit Commissionerate will be final and binding.

36. All disputes lie within the jurisdiction of Chennai city. All disputes in connection with the execution of contract shall be settled under the provision of Arbitration and Conciliation Act, 1996 and the Rules framed under there and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Chennai city only.



(M. TANIZH VENDAN)

ADDITIONAL COMMISSIONER OF CUSTOMS
AUDIT.

ANNEXURE – C

TECHNICAL BID

Sub: Hiring of office premises for Customs Audit Commissionerate, Chennai.

| Sl. No. | Particulars | Details (Please fill up with relevant answer, wherever required) |
|---------|--|--|
| 1 | Name of person/party submitting the Bid (hereinafter referred to as the bidder); Permanent Account Number (PAN) Service Tax Registration Number whether assessed to tax and if so, particulars thereof including particulars regarding Service Tax | |
| 2 | Status of the bidder {individual/partnership/firm/company/society/any other (specify)} | |
| 3 | Name of the person/party holding title of the property (herein after referred to as the owner) Permanent Account Number (PAN); whether assessed to tax and if so, particulars there of including particulars regarding service tax | |
| 4 | Status of the owner {individual/partnership/firm/company/society/any other (specify)} | |
| 5 | Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly authorised | |
| 5.1 | Details regarding experience of bidder/owner in construction of building (if the bidder/owner is separate persons such details. To be given in respect of both) | |
| 6 | Contact details of the bidder | |
| 6.1 | Name | |
| 6.2 | Complete Postal Address | |
| 6.3 | Telephone Number with STD code, including Mobile Number | |
| 6.4 | Fax Number with STD code | |
| 7 | Contact details of the owner (if different from bidder) | |
| 7.1 | Name | |
| 7.2 | Complete Postal Address | |
| 7.3 | Telephone Number with STD code, including mobile number | |
| 7.4 | Fax number with STD code | |
| 8 | Details of property offered | |
| 8.1 | Location & Address of the property | |
| 8.2 | Is property having office use as permissible by the competent authority | |
| 8.3 | Whether it an independent property for exclusive use by the Chennai Customs Audit Commissionerate without sharing with any other user, it not details of other occupants in the property. | |
| 8.4 | Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors. | |
| 8.5 | Total plot area of the property where office is offered (complete land area including opens spaces, constructed area within the boundary of property offered on rent in square feet) | |
| 8.6 | Carpet area on each floor offered for rent (in sq. ft.) | |
| 8.7 | Carpet area (total of all floors) offered (excluding basement/covered parking areas) (in sq. ft.) | |
| 8.8 | Open area (inner roads, garden etc) and open parking area to be indicated separately. Public parking places | |

| | | |
|----------|---|--|
| | on roads or any nearby public parking area will not be counted for this purpose. | |
| 8.9 | Covered parking area (garages, Basement parking etc) | |
| 8.10 | Carpet area means area of premises less common toilets passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air conditioner ducts, lofts, covered car parking. | |
| 8.11 (a) | Approximate distance of the property from existing state/national highway/nearest metro station. | |
| 8.11 (b) | Nearest Railway Station (including Metro Railway Station) | |
| 8.12 | Width of approach road on which the property is located | |
| 8.13 (a) | Whether proper access from roads is available. | |
| 8.13 (b) | Whether separate entries for "Entry" & "Exit" is available. | |
| 8.14 | Details regarding natural light and proper ventilation | |
| 8.15 | Whether the property is free from all encumbrances, claims, litigations etc. If yes attach copies of relevant certificate. | |
| 8.16 | Whether all Govt. Dues including property tax, service tax, electricity, telephone, water bills etc have been duly paid up to date. (Enclose documentary proof for the same). | |
| 8.17 | Whether the property is physically vacant and available for immediate possession. | |
| 8.17a | Whether sufficient provisions for adequate supply of Metro Water for the entire portion under lease / rent is provided | |
| 8.17b | Whether provisions for borewell are provided for supply of alternative water to the all the Toilets etc. are made | |
| 8.18 | Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any) | |
| 8.19 | Details of no. of lifts – make, capacity, number and age | |
| 8.20 | Details of available fire safety and security measures. | |
| 8.21 | Whether suitable power supply for commercial operation is available, sanctioned load may also be indicated (refer point 1 (xi) of the Terms & Conditions | |
| 8.22 | Whether adequate open space for installation of generator is available. | |
| 8.23 | Details of the power backup | |
| 8.24 | Any other facility which the owner/bidder may provide to the Department in the proposed property such as Centre, food court, gymnasium and other recreational facilities etc. | |
| 8.25 | Details of CCTV surveillance systems available. | |

Enclose documents wherever required.

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I S/o aged solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours sincerely,

(Signature and Stamp of the owner/bidder/authorised signatory with complete name, address, contact no (s), including mobile no. (s) also indicate the category in which signing, whether on his behalf of as Power of Attorney/Authorised signatory of the power, etc.)

ANNEXURE -D

SPECIMEN COPY OF FINANCIAL BID TEMPLATE

| <u>Item Rate BoQ</u> | | | | | | |
|---|--|----------|---------|--|-----------------------|-----------------------|
| Tender Inviting Authority: OFFICE OF THE COMMISSIONER OF CUSTOMS(AUDIT), CUSTOM HOUSE, NO.60 RAJAJI SALAI, CHENNAI-600 001. | | | | | | |
| Name of Work: HIRING OF OFFICE SPACE | | | | | | |
| Contract No: F.NO.S.MISC.11/2018-AUDIT COMMTE. (TENDER NO.1/2018) | | | | | | |
| Name of the Bidder/ Bidding Firm / Company : | | | | | | |
| <u>PRICE SCHEDULE</u> | | | | | | |
| (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) | | | | | | |
| NUMBER # | TEXT # | NUMBER # | TEXT # | NUMBER # | NUMBER # | TEXT # |
| Sl. No. | Item Description | Quantity | Units | BASIC RATE In Figures To be entered by the Bidder in Rs. P | TOTAL AMOUNT in Rs. P | TOTAL AMOUNT In Words |
| 1 | 2 | 4 | 5 | 7 | 8 | 10 |
| 1 | Monthly Lease Rent for the initial period of 3 years – Rate per square feet on Carpet area: The carpet area rate shall include statutory charges (i.e. all taxes/cess present and future – House tax, Property tax, Water tax, Sewerage charge and Municipal taxes etc.) except the GST. | 1.00 | SQ.F T. | | 0.00 | INR Zero Only |
| Total in Figures | | | | | 0.00 | INR Zero Only |
| Quoted Rate in Words | INR Zero Only | | | | | |

ANNEXURE - E

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 certificate. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirement and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

- (1) Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal (URL: <http://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 as part of the registration and assign a password for their accounts.
- (3) Bidders are advised to register their valid e-mail 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 certificate with signing key usage) issued by any certifying authority recognised by CCA India (e.g Sift/ncode/eMudra etc) with their profile.
- (5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
- (6) Bidder then logs in the site through the secured log in by entering their user ID/password and the password of the DSC.

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, Organisation 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 Organisation name, form of contract, location, date, other keywords etc to search for a tender published on the CPP Portal.
- (2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective "My tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- (3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- (1) Bidders 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 rejection of the bid.

- (3) Bidder in advance, should get ready with 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, author certificates etc) has been provided to the bidders. Bidders can use "My space" or " Other important documents" area available to them to upload such documents. These documents may be directly submitted from the "My space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- (1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- (4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- (6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadliness 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 PM encrypting techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorised 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 encrypting 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 upload tender documents become readable only after the tender opening by the authorised bid openers.

- (8) The upload tender documents become readable only after the tender opening by the authorised bid openers.
- (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 message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- (1). Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the tender inviting Authority for a tender or the relevant contact person indicated in the tender.
- (2). Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x & CPP Portal Helpdesk.

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