



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE & GST
HYDERABAD GST COMMISSIONERATE**

GST BHAVAN, L.B.STADIUM ROAD, BASHEERBAGH, HYDERABAD 500004

C.No:I/22/11/2016-Infra

Date:20-02-2019

TENDER NOTICE NO. 01/2018-19

**NOTICE INVITING TENDERS FOR REPAIR OF LIFTS AT VBG
GARDENS, MEHIDIPATNAM, HYDERABAD**

Tenders are invited for and on behalf of the President of India by the Principal Commissioner, Hyderabad GST Commissionerate, Hyderabad for repair of two elevators installed in Kasthuri and Aswatha Blocks of VBG Gardens, Navodaya Colony, Mehdipatnam, 500028

1. The tender documents will be available on official website <https://eprocure.gov.in/epublish/app> , departmental website www.cbec.gov.in and Commissionerate website <http://cexhyd2.gov.in/> from **22 February, 2019** and the bid forms and other details can be obtained from there.
2. **Bid Submission:** Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed “Financial Bid” and “Technical Bid” and put inside a bigger sealed envelope which shall be super scribed with the words, “TENDER FOR REPAIR OF LIFTS ” on the top of the sealed cover.

3. The critical dates for the tender submission and processing are as under:

1	Tender Publishing Date & Time	22.02.2019 at 18:00 Hrs.
2	Bid Submission Start Date & Time	22.02.2019 at 18:00 Hrs.
3	Clarification Start Date	23.02.2019 at 10:00 Hrs.
4	Clarification End Date	28.02.2019 at 18:00 Hrs.
5	Bid Submission Closing Date & Time	10.03.2019 at 16:00 Hrs.
6	Technical Bid Opening Date & Time	11.03.2019 at 12:00 Hrs.
7	Financial/Price Bid Opening Date & Time	11.03.2019 at 03:00 Hrs.

5. **Name and Address for Communication and seeking clarification:** Shri P. Sasidhar, Assistant Commissioner (Infra), Hyderabad GST Commissionerate, Room No.414, 3rd Floor, GST Bhawan, Basheerbagh, Hyderabad. Contact Cell No.98667 66163.
6. The prospective bidders are requested to check the details of the works to be undertaken and accordingly submit their technical and financial bids within the dates mentioned in the table above. The tenders may be deposited in the specially designated tender box at Room No.414, 3rd Floor, GST Bhawan, Basheerbagh, Hyderabad.

THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 10.03.2019 TILL 16:00 HRS.. The tenders will be opened on 11.03.2019 at 12:00 hrs. The parties, who wish to be present at the time of opening of Tender may represent themselves or through an authorized representatives with an authorized letter during the tender on 11.03.2019 at 12:00 Hrs. It is to inform that the

Principal Commissioner of Central Tax, Hyderabad GST Commissionerate reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

7. **Details of repairs to be undertaken to each elevator are broadly as follows.**

Replacement of the following components:

- (1) V3F (2) Controller Board (3) All wiring and censor (4) 133 mm Usha matin rope (5) Over speed governor (6) Fans and LED lights (7) S S Cabin and mat (8) Alarm (9) Gate Set (10) Gate lock and Car Gate (11) Brake Liner (12) Landing and Cabin Operating Panel(LOP/COP) (13) Others, if any.

8. Interested Bidders are advised to visit CPPP website <https://eprocure.gov.in/epublish/app> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

9. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for the office, the tenders will be opened on the next working day at the scheduled time.

Sd/-
(P.SASIDHAR)
Assistant Commissioner (Infra)
On behalf of the Pr. Commissioner

1) Copy to: Superintendent (Systems/Computers) for circulation in Web site of the Hyderabad GST Zone and Hyderabad GST Commissionerate.

ANNEXURE-I

1. Bid Submission:

(i) **Where to submit** : Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. **These envelopes shall be super scribed "Financial Bid" and "Technical Bid"** and put inside a bigger sealed envelope which shall be super scribed with the words, "TENDER FOR REPAIR OF LIFTS " on the top of the sealed cover. The tenders may be deposited in the specially designated tender box at **Room No.414, 3rd Floor, GST Bhawan, Basheerbagh, Hyderabad.**

(ii) **How many Bids**: - Not more than one tender shall be submitted by one tenderer. However, in case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bid(s) containing technical bid, financial bid and bid security in respect of each of such premises.

(iii) **Bid Security (EMD):-** The tenderer must provide bid security of **Rs.14,000/- (Rupees Fourteen thousand only)**, drawn in favour of the **"C.A.O., Hyderabad GST Commissionerate payable at Hyderabad"** as "Bid Security (Tender Fee)" valid for six months, and must reach the tender inviting authority at the office of the Assistant Commissioner (Infra), Hyderabad GST Commissionerate, Room No.414, 3rd Floor, GST Bhawan, Basheerbagh, Hyderabad-500004. Tender not accompanied with bid security is liable to be rejected.

However, public sectors undertaking/ Govt. undertaking firms, registered Micro and Small Enterprises (MSE's) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or **Startups as recognized by Department of Industrial Policy & Promotion (DIPP)**, are exempt from the payment of EMD.

Bid Security will be returned to all the unsuccessful bidder(s) at the end of the selection process. However, the entire Tender Fee may be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection.

The hard copy of original document of bid security must be delivered to the Assistant Commissioner at his office address as mentioned above on or before Technical Bid opening date / time as mentioned in critical date sheet. Bidders will be treated as non-responsive and their bid will be rejected, at the initial stage itself, if hard copy of Bid Security is not received on or before opening of Technical Bid process.

S.No	Name of Work	Estimated Cost for 2 lifts (Rs.)	Earnest Money(Rs.)	Time allowed for completion of work	Cost of tender(Non-Refundable)
1	Repair and maintenance of 2 lifts at VBG Garden, VBG Gardens, Navodaya Colony, Mehdipatnam	Rs.7 Lakhs	Rs.14,000/-	15 Days	NIL

(iv) **No change in the bid document:**-Interested persons who are legal owner of the property or Power of Attorney holder, who has downloaded the tender from the CBEC website www.cbec.gov.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be altered / modified in any manner, tender may be completely rejected and EMD may be forfeited.

(v) **Corrigendum / addendum/ amendment to Bid:** - Intending tenderers are advised to visit CBEC website www.cbec.gov.in and CPPP website <https://eprocure.gov.in/epublish/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment in the tender document.

2. Process and manner of submission

- (i) The tender are to be submitted in two parts viz:-
- (a) **"Technical Bid"** which should contain technical parameters like repairs to be undertaken to the Lift, quality and make of the material used and also profile of the Company (Annexure-I) and Terms and Conditions for the Tender (Annexure-II) in the format as per **Annexure-III**.
- (b) **"Financial Bid"** which should indicate the amount proposed to be charged for the said repairs and other financial terms and conditions in the format as per **Annexure-IV**.
- (ii) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.
- (iii) **No bid by post etc.:-** The offers submitted by telegram/fax/email/post/courier etc. shall not be considered. No correspondence will be entertained in this matter.

4. Important Information

- (i) The bids will be opened in the office of the Principal Commissioner mentioned above on the scheduled date and time. No further communication shall be made separately regarding dates of opening of Technical & Financial Bids unless there is any change in date or time of opening of bids.
- (ii) After evaluation of the technical bids, financial bids of technically qualified bids will be considered.
- (iii) Bids must be submitted on or before bid opening date/time, as mentioned in the critical date sheet. After opening of the Technical Bid, the original documents as per the requirement of tender document will be verified by the department. The department reserves the right to seek any document for the purpose of verification at any stage of the tender process.
- (iv) If at any time it is noticed that any information submitted by the bidder is incorrect or wanting, the bid is liable to be rejected. The department shall not be responsible for any legal consequences arising from such rejection of the bid.

5. Following annexure form part of this tender:

- (i) **Annexure-I** - Instructions to Bidders
(ii) **Annexure-II** - Terms & Conditions for the Tender
(iii) **Annexure-III** - Technical Bid
(iv) **Annexure-IV**- Financial Bid
(v) **Annexure-V**- Undertaking by the Bidder
(vi) **Annexure-VI** - Tender Acceptance Letter

Sd/-

(P. SASIDHAR)

Assistant Commissioner (Infra)
On behalf of the Pr. Commissioner.

ANNEXURE II (TERMS & CONDITIONS)

1. Tenders are invited for and on behalf of the President of India by the Principal Commissioner, Hyderabad GST Commissionerate, Hyderabad for repair of two lifts located in the residential quarters at Kasthuri and Aswatha Blocks of VBG Gardens, Navodaya Colony, Mehdipatnam, 500028. The bids are invited in a two-bid system (Technical and Financial).
2. Offer should be valid for **a minimum period of six months** from date of opening of tender.
3. The technical bids shall be opened in the first instance. All Technical bids which qualify the laid down parameters shall be subjected to further evaluation of Financial Bids. The financial bids of only those bidders will be opened which are short-listed after assessing the technical bids.
4. If a Firm quotes NIL charges/ consideration, the bid shall be considered as unresponsive and will not be considered.
12. The participation in the tender process does not entail any commitment from the department and it reserves right to reject any/all offers including that of the lowest bidder, without assigning any reasons. The department also reserves the right to amend/modify/alter any or all of the terms and conditions /dates of the tender at any time before the tendering process is finalized.
13. In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Hyderabad only.

Sd/-

(P. SASIDHAR)

Assistant Commissioner (Infra)
On behalf of the Pr. Commissioner.

TECHNICAL BID (Qualifying Bid Document)

Sr. No.	GENERAL INFORMATION	
1.	i. Name of person submitting the bid (the bidder) ii. Permanent Account Number (PAN) iii. Whether assessed to tax and if so, particulars thereof.	
2.	Status of the bidder (Individual/ Partnership Firm/Company/Society/Any other (specify))	
3.	Contact details of the bidder	
3.1	Name	
3.2	Complete Postal Address	
3.3	Telephone Nos. including Mobile Numbers	
3.4	Fax No.	
3.5	Email	
4	Details of bid security (EMD) of Rs.14,000/-	

NOTES:-

1. The above said work is required to be completed within two weeks.

DECLARATION

1. I have gone through the **Instructions to Bidders** (Annexure- I) and the **Terms and Conditions for the Tender** (Annexure-II) forming part of the Tender Documents and I accept them and agree to abide by them.
2. I,, Son / Daughter of solemnly declared to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated. I/We will give the consent as per your standard Performa if you find our premises suitable.

Place: Signature:

Name:

Designation:

Date:

*Names in full and block letters

The following documents are to be uploaded along with the "Technical Bid":

- (i) proof of payment of **Bid Security**.
- (ii) Signed copy of **PAN No., GST No.** If registered.
- (iii) Signed copy of '**Letter of Authorisation** from the owner to submit Bids', if the bid is submitted by a person other than the owner(s) or by the Power of Attorney holder.
- (iv) Signed copy of **Undertaking** (Annexure-V).
- (v) Signed copy of **Tender Acceptance Letter** (Annexure-VI).

FINANCIAL BID DOCUMENT

- (a) Financial bid undertaking.
- (b) Schedule of financial bid .

(a) FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To

The Principal Commissioner of GST,
Hyderabad GST Commissionerate,
G.S.T. Bhavan, Basheerbagh,
Hyderabad.

Dear Sir,

I submit the Financial Bid in respect of your tender published on the CPPP portal on for undertaking of repair of two elevators as mentioned in the tender.

- 2. I have thoroughly read and understood all the terms and conditions (including those in Annexure- I, II and III) as contained in the Bid documents, and agree to abide by them
- 3. I offer to work at the rates as indicated in the Financial Bid (Annexure IV) inclusive of all applicable taxes.

Yours faithfully,

Signature and name Authorized
Representative

(b) Financial Bid:

S.No	Name of Work	Price quoted inclusive of all taxes in Rs.
1	Repair and maintenance of 2 lifts at VBG Garden, VBG Gardens, Navodaya Colony, Mehdipatnam	

1. The rates will be inclusive of all taxes etc. and any revision in any taxes etc. after the bid submission will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The rates quoted shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Yours faithfully,

Signature and name Authorized
Representative

UNDERTAKING BY THE BIDDER

1. I/We undertake that I/We or my/our firm M/shas not been blacklisted by any Govt. Department/Public Sector Undertaking/ Autonomous Body.

2. I, Son/Daughter/Wife of Shri Proprietor/Partner/Director/authorized signatory of M/s..... am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

4. The information / documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. may be blacklisted and shall not have any dealing with the Department in future.

Date:

Signature of the authorized Signatory of the firm/Company/Organization

Place:

Office Stamp/Seal:

TENDER ACCEPTANCE LETTER

(To be given on Company letter head, if bidder is firm, co. etc.)

Date:

To
The Principal Commissioner of GST,
Hyderabad GST Commissionerate,
G.S.T. Bhavan, Basheerbagh,
Hyderabad.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ____

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded the tender document for the above mentioned "Tender" from the CPPP portal as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read all the entire terms and conditions of the tender document given in:-
 - i. Notice Inviting Tender,
 - ii. Instructions to bidders (Annexure-I),
 - iii. Terms and Conditions for the Tender (Annexure-II),
 - iv. Technical Bid (Annexure- III),
 - v. Financial Bid (Annexure- IV),
 - vi. Undertaking by the bidder (Annexure-V),

Which form part of the tender document and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by the department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department may, without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the earnest money deposit.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

