TENDER NOTICE

NOTICE INVITING QUOTATIONS FOR ANNUAL CONTRACT FOR CLEANING AND HOUSE-KEEPING SERVICES AND ONE COOK FOR GUEST HOUSE AT GST BHAWAN.

1. Office of the Commissioner of GST and Central Excise, Nashik invites e-tender quotations from reputed service providers engaged in Housekeeping Services for cleaning and Housekeeping works and One Cook for Guest House at GST Bhawan for Office of the Commissioner of GST and Central Excise, Nashik, including constructed area and open premises for one year from the date issuance of work order. The details of the premises are as under:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Building / Location</th>
<th>Details of Area</th>
<th>Area (Sq.Ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Office of the Commissioner of GST &amp; CX Nashik Commissionerate located at Plot No. 155, Sector P-34, NH “Jaishtha &amp; Vaishakh” at CIDCO, Nashik-422 008 and Office of the Asstt. / Deputy Commissioner, GST &amp; CX, Nashik-I and Nashik-II Divisions and its ranges located at Plot No. 155, Sector P-34, NH “Jaishtha &amp;Vaishakh” at CIDCO, Nashik-422 008</td>
<td>Built up Area</td>
<td>50,990.040 Sq.Ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking Area</td>
<td>4814.051 Sq.Ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Porch Area</td>
<td>911.918 Sq.Ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Substation Area</td>
<td>2,260.419 Sq.Ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Terrace &amp; Misc. Area</td>
<td>17462.572 Sq.Ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Area</td>
<td>76439.000 Sq.Ft.</td>
</tr>
<tr>
<td>02.</td>
<td>Guest House at Type-IV/1, GST &amp; CX Staff’s Quarters, Sahyadri Nagar, CIDCO, Nashik – 422 009.</td>
<td>Total Area</td>
<td>1,067 Sq. Ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td>77506.000 Sq.Ft.</td>
</tr>
</tbody>
</table>

Area is subject to variation up to 5 %.

Note: The payment to the contractor will be made on the basis of actual area for which cleaning & housekeeping work will be carried out during the relevant month.

2. Document Download:-

Tender documents may be downloaded from CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust of the Root Certificate of CCA.
3. **Bid Submission**

i. Bids shall be submitted online only at CPPP website: [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Tenderer/Contractor are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the Annexure-C for online submission of bid.

ii. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

iii. Not more than one tender shall be submitted by one or more service provider having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable for rejection.

iv. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with this Office.

v. Intending tenderer are advised to visit again CPPP website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) regularly till closing date of submission of tender for any corrigendum / addendum/amendment.

vi. The rates shall be quoted in Indian Rupees only. The rates will be exclusive of all and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.

vii. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

viii. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

For further details, Superintendent (L&B) may be contacted at 0253-2370455.

NOTE: The Department reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

The Bid details are as under:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Notice</td>
</tr>
<tr>
<td>2.</td>
<td>Scope of Work-Annexure-I</td>
</tr>
<tr>
<td>2.</td>
<td>Terms &amp; Conditions – Annexure II</td>
</tr>
<tr>
<td>3.</td>
<td>Technical Bid – Annexure A</td>
</tr>
<tr>
<td>4.</td>
<td>Financial Bid -Annexure-B</td>
</tr>
<tr>
<td>5.</td>
<td>Instructions for online bid submission- Annexure-C</td>
</tr>
</tbody>
</table>

(Chetan Pawar)
Assistant Commissioner (Admin)

1. Notice Board.
2. Superintendent (Systems), CGST & CX Nasik to upload in official website.

ANNEXURE-I
SCOPE OF WORK

1. Cleaning, sweeping and wet mopping of the entire area/floors/rooms/halls and cabins including the surroundings, parking area & lobby.
2. Collection of all sweeping, garbage and waste material and their effective disposal at indicated locations.
3. Thorough cleaning of toilets including urinals along with attached water tanks and wash basins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and whenever required. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
4. Movement of furniture, files and other office equipment, whenever required.
5. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer table/chair and electronic gadgets like computer, telephone, fax machines, photo copier machines, sofa-sets and electrical fittings etc.
6. 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.
7. Miscellaneous services such as serving of drinking water / refreshment, tea etc., during office hours and in Conference / Meetings / Seminars and during the visit of assesses / guests in Headquarters and its subordinate offices.
8. Internal and external cleaning of window panes, doors and fans, vertical blinds, ceilings, walls AC Duct, grills and beams, water filling in coolers.
9. Removal of blockages and clogging in the wash basin and other sanitary fittings for smooth outflow of waste water.
10. General maintenance and up keep of the entire office premises.
11. The Contractor shall be responsible for the proper sweeping, mopping and cleaning of the work place and surrounding area should keep the office and guest house premises, its towel, bed sheets, pillow covers, other cloth items, kitchen and utensils, dining rooms, other rooms, toilets etc neat and tidy. The towels & napkins shall be sent to the laundry for washing, ironing and to be collected by the Contractor. Any breach of these conditions will result in the immediate termination of the contract.
12. The persons will render services everyday including Saturdays except Sunday and National Holiday/public Holidays.
13. Any other work assigned by the controlling officer from time to time.

3. Jobs to be carried out weekly.
   i) Cleaning of window panes with mild detergent such as Collin and any other cleaning operation assigned / required.
   ii) Vacuum cleaning in the computer section, all computers in the office and the sofa-sets, twice a week.
   iii) Washing of floors with detergents etc.
   iv) Fan cleaning/ door and window cleaning.
   v) If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the contractor.

4. Cleaning Materials:

   The cleaning and swiping material will be provided by the department.

Annexure-II
Terms and Conditions

Tender Process and submission of tender documents:-

1. The bid / tender will consist of two parts – The e-tender/ bid documents for “Technical bid” in the proforma prescribed in Annexure – A and for the “Financial Bid” in the proforma prescribed in Annexure – B shall be completed in all aspects and are to be uploaded/ submitted online in the Government of India, Central Public Procurement Ports (e-procurement) website as “TENDER FOR HOUSEKEEPING SERVICES”.

2. The tenders shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.

3. The tenders/ quotations received unsigned/ incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The Financial Bid of the bidders who do not qualify in technical bid will not be considered and opened.

4. All information sought under Terms and Conditions and other information is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

5. The tender documents must be uploaded/ submitted online only before 18.00 Hrs on 11.08.2020. The documents received incomplete and / or filed after the due date & time shall not be accepted. The Tender shall be opened on 13.08.2020 at 11.00 hrs.

6. The financial bids of only those parties whose Technical Bids are found to be eligible will be opened and considered.

7. (a) Bidder/s providing similar service to other Government Departments will be given preference.

(b) Bidders shall be duly registered with ESIC, Provident Fund, Goods Service Tax and other relevant statutory authorities dealing with employment of labours as applicable. All existing statutory regulations 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. CONTRACTORS not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labor need not apply. The contractor shall be solely responsible for payment of PF and ESIC etc.

(c) Bidders should pay as per Minimum Wages to his employees as prescribed by the State Government/Central Govt. from time to time.

(d) Employing local youths above the age of 18 years will be given preference.

(e) The person employed should work on all days except Sunday.

(f) The working hours will be from 08.30 to 17.00 hrs daily including lunch break of half an hour, skeleton staff should be deployed beyond 05:00 P.M. on all working days to cater for emergency services only. Cleaning and dusting of entire office premises should be completed before 09:30 am daily.
Bidder should not indulge in employing child labour.

The contractor will provide one full time Supervisor with working mobile in the main office building of the Commissionerate to monitor the work done by the labours.

8) (a) The GST and Central Excise & Customs, Nashik 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 or retender it again.

(b) Bidder should quote the rate on per sq. Ft. per month basis.

(c) Rates quoted should be inclusive of PF/ESI etc. No separate amount would be payable over and above the rates thus quoted.

(d) The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.

(e) All the rates must be written both in figures and in words. Corrections if any are to be made by crossing amount including and rewriting with date. In case of discrepancy between the words and figures the rated indicated in figures shall prevail.

(f) Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.

(g) The Contractor/Service Provider must inspect the premises with prior approval of Superintendent (L&B), (TELEPHONE Nos. : 0253 – 2370455) during office hours, keeping the area of the premises in mind so that the contractor can accurately estimate the manpower required for subject work and accordingly submit his Technical Bids & Financial Bids as per the conditions mentioned in the subject tender notice.

(h) The Contractors must comply with 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.

(i) Notwithstanding anything contained herein, the Commissionerate reserves the right to terminate the contract by giving 1 (one) months’ notice in writing without assigning any reason. This office does not find itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason whatsoever.

(j) 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 reimbursed/indemnified by the Contractor.

(k) Contractor shall in no case lease/transfer/sublet his contract or appoint caretaker for services.

(l) No other person except Contractor's authorized representative shall be allowed to enter the premises of the Commissionerate and its subordinate offices.

(m) All statutory compliances like PF, ESIC etc. will be followed strictly and casual labour will be paid as per existing labour laws & acts and all statutory compliances will be complied fully by the contractor and salary will be paid as per minimum wages declared by Ministry of Labour & Employment.

(n) Contractor shall be solely responsible for regular payment of wages/salaries other benefits and allowances to his personnel as per the prevalent labor laws and or any other payments that might become applicable under any Act or Order of the Govt and submit its proof of compliance as and when it is called by the department. 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.

(o) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

(p) The contract period will be effective from the date of commencement of the service as defined elsewhere in the contract up to one year.

(q) It is made clear 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 this office for claiming any regular or part-time employment in this office or any other Govt. Office.

(r) The Contractor will provide his staff with the proper uniform and identity card. The cost will be borne by the service provider.

(s) Photographs, full address and telephone number of all housekeeping personnel should be provided for records. The contractor shall also take care that all contract employees are well behaved courteous and cooperate towards the officers and staff of this office as well as visitors and maintain the proper office decorum in all his conduct. All employees so engaged under subject contract be employee after its proper background, verification, check about his moral and social creditability and ensure that no employee having any adverse antisocial or criminal record. It shall be Contractor's duty to carry out appropriate verification as may be required in this regard. Further during the contract period if any contract person is changed or new employee engaged than all these requirements should be satisfied in respect of new labors.

(t) The Quotations i.e. Technical bid shall be accompanied by an Earnest money deposit of Rs 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft (DD) only in the name of the Commissioner, GST & Central Excise Nasik. Quotations received without earnest money shall be summarily rejected without assigning any reasons thereof. The earnest money shall be returned to the unsuccessful bidders after finalization of the contract. No interest is payable by the department on the EMD.

(u) After awarding a contract, the contractor should furnish performance security amount of 5% to 10% of the total contract value to the Commissioner, GST and Central Excise, Nasik on behalf of The President of India in the form of Bank Guarantee from a Nationalized Bank /scheduled bank within seven days.

9. Terms of Payments:-

(i) The contractor will submit the monthly bill (in duplicate) in the first week of the following month duly certified by the officer-in-charge and the same will be paid thereof after making recovery, if any through e-payment. Name of the Bank, Branch and Accounts including IFSC code may be provided.

(ii) The contractor shall make regular and full payment of labor charges, salaries and other payments as due, as per the labor law to its personnel deputed under service contract and furnish necessary proof of labor wise disbursement along with the bill of next month may be provided.

(iii) No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961.

(iv) Since this is a Govt. of India office, disposal and disbursement of monthly bills submitted by contractor will be depending upon the availability of Govt. funds.
for said provision. However, as soon as Govt. makes fund available on required head, disbursement of pending bills are made as soon as possible. However, department will not pay any interest for late payment or disbursement due to any reasons or any emergency.

10. Penalties:-
   (i) The contractor will attract a penalty of Rs. 250/- (Rupees Two Hundred and Fifty only) per day/per person in case the person fails to carry out the housekeeping services due to his absence or any other reason.
   (ii) In the event of failure in maintaining the housekeeping services on any day up-to the desired standard, in part of full the contractor is liable to be penalized @ Rs. 250/- (Rupees Two Hundred and Fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Commissioner will be final and binding on the contractor and shall not be subject to dispute or arbitration.
   (iii) The contractor shall ensure that peace and order is maintained in the premises.
   (iv) The contractor would ensure that all his personnel would behave courteously and decently with employees of the Commissionerate and also ensure good manners.

ASSISTANT COMMISSIONER (Admin)

F.No. I/Adm/22-57/Housekeeping/2020-21
Nashik, the 28th July, 2020.

Copy to:
1) The Web Manager, Directorate General of System & Data Management, 4th & 5th floor, Samrat Hotel, Chanakyapuri, New Delhi ~ 110021 for wide publicity through departmental website.
2) Superintendent (Systems) for uploading on departmental website.
3) All Division office for giving wide publicity.
4) Notice Board.
Annexure – ‘A’

**Proforma for Technical Bid**

1] Name of the Firm with Postal Address :-

2] Telephone No. / Fax No. :-

3] Name of the Proprietor/Director
   With mobile no. :-

4] Detail of EMD :- 
   DD No.________________
   Date:________________

5] Permanent Account Number (PAN) :-
   Allotted by Income Tax Deptt.

6] Goods &Service Tax Registration No. :-

7] Employees Provident Fund Registration No.
   :-

8] Employees State Insurance Corporation Registration No.
   :-

9] Shop Act License No. & Date :-

10] ISO Certificate details, if any :-

11] Annual turnover of previous Three financial year details :-

12] Have your Director/Partner of Entrepreneur Convicted under law :-

13] Has your firm/Company blacklisted at any time :-

14] Contract Labor Act License No. &
    date & its validity period, if any :-

15] Name of public sector/Govt. Organization to whom :-
    Similar services have been provided by the firm During last 3 years.(attach relevant copies)

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

**DECLARATION**

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief, furnishing of any false/misleading information would lead to rejection of my tender at any stage.

Place:-______________

Date:-______________

[Signature of Authorized Person]
[Name, Contact No. & Seal]
### Annexure – ‘B’

**Proforma for Financial Bid**

1) Name of the Tenderer                                      :-

2) Full Address with Contact No.                            :-

3) Price Schedule                                          :-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Item Description</th>
<th>Area (Sq. Ft.)/Cook</th>
<th>Rate per Sq. Feet/One Cook Per month</th>
<th>No. of persons to be deployed</th>
<th>Total amount per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Cleaning and House Keeping Services at Office of the Commissioner of GST &amp; CX, Guest House at Sahyadri Nagar, Terrace, Misc. &amp; Nasik-I and Nasik-II Division</td>
<td>77506.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>Cook for Guest House at GST Bhawan</td>
<td>Cook</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total monthly figures in words:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[**Note**: Cost of cleaning material should not be included in above rates, as the cleaning material will be provided by the Department.]

### DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Place:-________________

Date:-________________

[Signature of Authorized Person]
[With Date and Firm Seal]
Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online bidder Enrollment” 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 / 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 DSC”s 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 / 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) 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, 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 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 colored
(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 referencing the deadlines 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 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized 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 submission message.

10) Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

11) 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
NOTICE

E-Tenders are invited from the reputed Cleaning & House Keeping Agencies to provide cleaning & housekeeping services for the Nasik Commissionerate. The nature of services to be provided and the terms & conditions in detailed are given in the Tender Notice which is placed on the official web site http://eprocure.gov.in/eprocure/app, www.cbic.gov.in.

The interested bidders shall submit their tender(s) through online mode only. The bidders are required to submit hard copies of Earnest Money Deposit (EMD). The details of submission of tender is as below:

| Commencement of submission of Tender | 29.07.2020 |
| Pre-Bid meeting | NA |
| Last date & time for submission of Tender | 11.08.2020 & 18.00 |
| Date & time of opening of tender | 13.08.2020 & 11.00 |
| Bid security / Earnest Money | Rs. 30,000/- |

Copy to:

1. Notice Board of Nashik GSTCommissionerate
2. The Superintendent(Systems), GST C.Ex.For publishing in the official web site of CBEC and Commissionerate.
3. The Superintendent (Land & Building), Central Excise & Customs, Nashik.