



भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग /DEPARTMENT OF REVENUE

सीमा शुल्क आयुक्त का कार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS

सीमा शुल्क भवन, मामगोआ, गोवा - ४०३८०३ /CUSTOM HOUSE, MARMAGOA, GOA - 403803.

दूरभाष क्रमांक-०८३२-२५२०६१५, फैक्स-०८३२-२५२०७४४ / Telephone No. 0832-2520615, Fax-0832-2520744

F. NO: - I/(22)/OTH/890/2020 - custodian.

Tender Notice

TENDER NOTICE FOR SUPPLY AND MAINTENANCE OF ORNAMENTAL /FOLIAGE AND DECORATIVE PLANTS AT CUSTOM HOUSE, MARMAGOA

1. Office of the Commissionerate of Customs Marmagoa, Goa invites e-tenders for supply and maintenance of Ornamental/Foliage and decorative plants (**Total 130 Plants monthly**) for a period of one year from the date of award of contract.
2. Tender must be uploaded on Central Public Procurement Portal (CPPP) on or before 26.05.2021 at 05.00 P.M. Earnest Money Deposit (EMD) of an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft, drawn in favour of Chief Account Officer, Custom House, Marmagoa payable at State Bank of India, Harbour Branch, Marmagoa should be deposited offline in the office.
3. The detailed eligibility criteria, Technical Bid, Financial Bid, terms and conditions, including the Performa in which the application is to be made, is enclosed as Annexure-I to VI and is available on the official website <http://eprocure.gov.in>, <http://www.cbic.gov.in>
4. Bidders have to follow the "Terms and Conditions" provided in Annexure - I. "Requirement of Bidder for Online Bid Submission" i.e. "Technical Bid/Financial Bid" provided in the Annexure - II & Annexure - III for online submission of bids, undertaking by the bidder as Annexure -IV, tender acceptance letter as prescribed under Annexure-V and instructions for Online Bid Submission as Annexure - VI. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. 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 etc. shall not be considered. No correspondence will be entertained in this matter.

5. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <http://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 tenderer is liable to be banned.
6. Interested suppliers are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/ amendment.
7. Not more than one tender shall be submitted by one supplier or suppliers having business relationship. Under no circumstances 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)/directors(s) are common) be allowed to tender for the same supply as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
8. After submission of proper bill, payment will be made in the following month confirming satisfactory services.
9. TDS applicable will be deducted at source as applicable.
10. Plants should be changed and supplied at Customs House, Marmagoa twice a month i.e. on 1st and 16th day of the month with different varieties in presence of the dealing officer of the Custodian Cell. If these days happens to be holidays then one day prior to these days during the contract period.
11. The bidder shall be bound with the terms and conditions of the contract as mentioned in Annexure I to this notice.
12. The bidder should have a previous experience of providing satisfactory services in the field of supply and maintenance of decorative plants at least two Governments Departments, Public Sector undertaking. Copies of experience certificate should be enclosed along with the tender.



13. In order to prove financial stability the bidder shall submit copies of Income Tax returns of last three years.
14. Tender documents are non-transferable. Bidder must obtain the Tender documents and submit on CPP Portal on or before 26.05.2021 at 05.00 P.M. Tender will be opened on 28.05.2021 at 10.00 A.M.


(SUNIL KUMAR SAHJLAN)
ASSISTANT COMMISSIONER (P)

Copy to:-

1. The Notice Board of the Custom House, Marmagoa, Goa.
2. The Assistant Commissioner (EDI) with a request to upload the same in the official website of CBIC.

ANNEXURE-I

Detailed Terms and Conditions of the Tender Eligibility Criteria:-

1. EARNEST MONEY DEPOSIT (EMD):

- a) Bid Security equal to an amount of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of A/C Payee Demand Draft/ Fixed deposit receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank which should remain valid at least for a period of 45 days beyond the final bid validity period payable to the **Chief Accounts officer (CAO), Custom House, Marmagoa, Goa** payable at **State Bank of India, Harbour Branch, Marmagoa, Goa**, must accompany the tender. Tenders without EMD and in any form i.e. Cheque or Cash etc. will not be considered for evaluation.
- b) Bid Security (also known as Earnest Money) is to be submitted by all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organisation or the concerned Ministry or Department.

2. FORFEITURE OF EMD: The EMD will be forfeited under the following conditions:

- (a) If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
- (b) If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by COMMISSIONER OF CUSTOMS, CUSTOM HOUSE, MARMAGOA, GOA in special case communicated before the expiry of the bid.
- (c) If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- (d) If the selected bidder fails to execute agreement in prescribed format and Furnish the bank guarantee within the prescribed time.

3. RETURN OF EMD:

- (a) The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity but not later than 30 days of the issue of the work order to the successful bidder.
- (b) The EMD of successful bidder shall be returned after receiving the Bank Guarantee or may be adjusted against the BG.
- (c) No interest will be paid by this office on the Earnest Money Deposit.

4. PERFORMANCE SECURITY:

i) The successful bidder has to submit Performance Security equivalent to 10% of the contract amount in the form of A/C Payee Demand Draft/ Fixed deposit receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank which should remain valid at least for a period of 60 days beyond of date of completion of contractual obligations and payable to the Chief Accounts officer (CAO), Custom House, Marmagoa, Goa payable at State Bank of India, Harbour Branch, Marmagoa, Goa.

ii) If deposited by the successful bidder in the form of FD/BG, shall be returned at the end of the contract period or after termination of contract.

iii) If deposited by the successful bidder in the form of DD, will be paid at the end of contract period without any interest.

TERMS AND CONDITIONS OF CONTRACT

1. Plants should be Ornamental/Decorative and should suit the places where decided to be kept.
2. The Assistant Commissioner (P) has the authority to change the number of plants.
3. Day to day maintenance of the plants will be responsibility of the Service Provider.
4. The successful bidder should supply well grown and developed plants to Customs, Marmagoa office twice a month of a glowing quality and size. All old plants should be taken back by them.
5. The Technical Bid as Annexure-II and the Financial Bid (BoQ) as Annexure -II should be filed properly.
6. The Financial Bid (BoQ) as Annexure - III must not be upload/disclosed with the Technical Bid. Its need to be uploaded separately.
7. Transportation, handling of the plants to and from the office premises is a responsibility of the supplier.



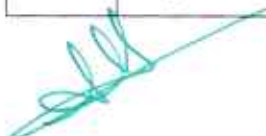
8. Suppliers should co-ordinate with the housekeeping service provider of the office through Superintendent (Custodian) for watering the plants on regular basis and changing the places if required.
9. Replacement of plants should be in presence of Supdt (Custodian)/Preventive Officer (Custodian) & necessary entries are to be made in register for replacement of plants with dated signature by the authorised representative of the supplier and officer in charge of Custodian Cell, Customs House, Marmagoa, Goa.
10. If the plants are not upto the mark then Assistant Commissioner (Prev.)/ Supdt. (Custodian) or any authorised Custom Officer of this Custom House, will have right to ask the successful bidder to replace the plants immediately. If same are not replaced then the amount payable will be reduced to that extent.
11. The contract will be for the period from one year from the date of entering into contract.
12. The contract rate and amount of plants should be fixed for the period of one year from the date of contract.
13. Payments will be made in the following month of providing services after submitting bill to the Department at the rates approved as per contract.

Sd/-
(SUNIL KUMAR SAHJLAN)
ASSISTANT COMMISSIONER (P)



ANNEXURE - II
TECHNICAL BID

Name of Firm & Address			
Name of the proprietor of the Agency and contact person with Mobile No.			
E-mail address			
Status Proprietor of the Agency and Contact Person with Mobile No.			
Sr.No.	Details		Page No.
1	The Tender should be accompanied by earnest money of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn in favour of Chief Account Officer, Custom House, Marmagoa, Goa		
2.	The Bidder must register with GST (Pls Quote GST Regn. No.		
3.	The Bidder must have PAN No. Copies of Documentary proof of same must be enclosed.		
4.	The Bidder must have filed Income Tax return of last three financial years. Copies of Documentary proof of same must be enclosed.		
5.	The Bidder must submit an undertaking on its letter head they have not been blacklisted by any state/Government/Central Govt./PSU Department in India		



6.	The Bidder should have experience of working with Government organization during last three years. Copies of work order received from them should be enclosed as proof.		
7.	The Bidder should enclose a detailed profile of firm including their product and services.		
8.	All pages of the tender documents and all enclosure should be serially numbered and signed by the bidder.		

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in the above statement at any state, I/We will be blacklisted and will not have any dealing with the department in future. I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions annexed hereto as applicable. If I/we fail to comply with the conditions as specified in the tender, the Assistant Commissioner (Preventive) shall be at a liberty to cancel the acceptance of the tender.

Name: _____

Signature of the Authorised signatory _____

Seal _____



ANNEXURE - III

FINANCIAL BID

PRICE/FINANCIAL BID DOCUMENT

Price bid undertaking

Schedule of price bid in the form of BoQ.

PRICE BID UNDERTAKING

From: (Full name and address of the bidder).....

To,
The Assistant Commissioner (P),
Commissionerate of Customs,
Custom House, Marmagoa,
Goa-403804.

Dear Sir,

I submit the Price Bid for supply of Ornamental/Foilage and Decorative plants and Related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the price bid, Annexure III exclusive of all applicable taxes.

Yours Faithfully,

Signature of Authorized Representative



Seal

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in the above statement at any state, I/We will be blacklisted and will not have any dealing with the department in future. I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions annexed hereto as applicable. A sum of Rs..... (Rupees.....only) is herewith forwarded in the form of Demand Draft vide Demand Draft/Fixed Deposit No. dated..... drawn in favour of Chief Accounts Officer, Custom House, Marmagoa, Goa, as Earnest Money. If I/we fail to comply with the conditions as specified in the tender, the Assistant Commissioner (Preventive) shall be at a liberty to cancel the acceptance of the tender.

Name: _____

Signature of the Authorised signatory _____

Seal _____



ANNEXURE - IV

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm/company,

M/s..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

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.

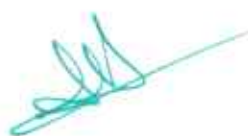
I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We am/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.

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

Date:

Place:



Signature of the authorized Signatory of
the Firm/company/Organization

Office Stamp/Seal:

ANNEXURE - V

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,
The Assistant Commissioner (P),
Commissionerate of Customs,
Custom House, Marmagoa,
Goa-403804.

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.:
Name of Tender/Work:-

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

as per your advertisement, given in the above mentioned website(s).

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page no..... to (including all documents like annexure(s), Schedule, etc.) Which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

I/We do hereby declare that our firm has not been blacklisted /debarred by any Govt. department / Public sector undertaking.

I/We certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the authorized Signatory of
the Firm/company/Organization



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 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 / 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

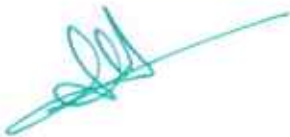
1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

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 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 white 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 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-openers 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 & 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 24x7 CPP Portal Helpdesk.

