



केन्द्रीय कर के प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX,
विशाखापट्टणम केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय
VISAKHAPATNAM CENTRAL GST COMMISSIONERATE,
पत्तन क्षेत्र, विशाखापट्टणम-35
Port Area, Visakhapatnam-35



C.No.I/22/05/2020/Admn (SAP)

दिनांक Date: 18.11.2020

**NOTICE INVITING E-TENDER FOR RENOVATION OF CONFERENCE HALL
AT GST BHAVAN, VISAKHAPATNAM**

1. On-line tenders through CPP Portal (www.eprocure.gov.in/eprocure/app) are invited on single stage two bids system from reputed agencies/contractors for **Renovation of Conference Hall at 1st Floor of GST Bhavan** in the O/o the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, Port Area, Visakhapatnam - 530035.
2. Interested parties/agencies may also download the Tender Documents alongwith Terms and Conditions from the CBEC Website (www.cbic.gov.in) and from Visakhapatnam CGST Commissionerate Website (www.cenexgstvizag1.gov.in).
3. Preference will be given to the bidders/agencies having office in the Visakhapatnam for taking necessary repairs/maintenance if any during the warranty period.
4. The selection of the agency will be through Quality & Cost Based Selection (QCBS) Process by a Committee constituted by the Competent Authority for recommending the agency.
5. The Conference Hall (existing capacity of 21 seats) situated at 1st Floor, GST Bhavan, Port Area, Visakhapatnam – 530035. The approximate Dimension of the Conference Hall is 42-0” x 22-0”.
6. **Bid Submission**: Bids shall be submitted online only through CPP Portal i.e. www.eprocure.gov.in/eprocure/app with all the requisite documents with digital signature. The bid documents duly signed may be scanned and uploaded on the CPP Portal. Bidders/Contractors are advised to follow the “Instructions for online Bid submission” provided in the Annexure-E for online submission of bids.
7. The tender shall be submitted online in two parts viz (i) **Technical Bid and** (ii) **Financial/Price Bid**.
8. Bidders who have downloaded the tender documents from the CPP Portal shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned. All the pages of bid being submitted must be signed by bidder/authorized representative and upload the same on CPP Portal.
9. **Earnest Money Deposit**. EMD of **Rs.80,000/- (Rupees Eighty Thousand only)** per application in the form of “Demand Draft” in favour of “**Pay and Accounts Officer, CBIC, Visakhapatnam**” shall be forwarded to O/o the Principal Commissioner of Central Tax,

Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam-530035 after submitting the bids through CPP Portal. Technical bids/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 successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit. Bid Security (Earnest Money) is exempted as applicable for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.

10. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee in the form of Bank Guarantee @ **5% of the total contract** value within three days from the award of contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

11. The Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, Visakhapatnam reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained.

12. The hard copy of original instrument in respect of **Earnest Money Deposit, original copy of undertaking/affidavits, certificates and other documents must be delivered to the tender inviting authority** i.e O/o the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam-530035 after submission of bids through CPP Portal (www.eprocure.gov.in). **Bids submitted in any other means i.e by Courier/Post/in-person shall not be accepted to participate in the tender process.**

13. The last date for submission of bids through CPP Portal for renovation of Conference Hall at GST Bhavan, Visakhapatnam is **09-12-2020** at **1000** hrs. Technical Bids will be opened on **10-12-2020** at **1000** hrs. Financial Bids will be opened for the Bids qualified Technical evaluation. **Bids submitted by Courier/Post/in-person shall not be accepted in this tender.**

14. The details of work specifications, terms & conditions are outlined in the Annexures to the e-tender as under:

(a)	General Information	-	Annexure-A
(b)	Description of the Work	-	Annexure-B
(c)	Terms and Conditions	-	Annexure-C
(d)	Tender Acceptance Letter	-	Annexure-D
(e)	Instructions for Online Bid Submission	-	Annexure-E

14. For any query/ clarifications, Superintendent (Admin), Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam may be contacted at the phone No. 0891-2504411/2853111 or through e-mail spadmn-gstvskp@gov.in.

Sd/xxxx
(V PRAKASH BABU)
Assistant Commissioner (Admin)

General Information

01.	Full Name of the Agency				
02.	Complete Address				
03.	Name of the Proprietor/Partner/ Directors				
04.	Contact Number				
05.	Commercial Registration Number (Attach Proof)				
06.	PAN Number (Attach Proof)				
07.	GST Registration Number (Attach proof)				
08.	Bank account details				
09.	Details of 03 similar type of works carried out in Govt. Deptt/PSU (Photocopy of work orders and other details to be enclosed)				
10.	The total annual turnover and turnover for similar activities carried out by the agency during the last three Financial Years (The details with certificate of CA or IT Returns, Work Orders should be enclosed)		2017-18	2018-19	2019-20
		Total turnover			
		Turnover for the similar activities			

Declaration:

I/We hereby declare that I/We have read and understood all the terms and conditions mentioned in the e-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

I further declare that my/our firm has never been blacklisted/debarred from any tendering process in the past.

Signature of the Bidder

Name _____

Designation _____

Description of the Work

CONFERENCE HALL- 42'-0" x 22'-0"		
SL.No	PARTICULARS	
1	FALSE CEILING 1. Grid- single layer 2. Gypsum- double layer	Grid 2'.0" X 2'.0" Plain Ceiling, Gypsum False Ceiling with 2 levels for 6" drop for elegant look
2	FLOORING PVC Click and lock WOODEN finish Size: 3'.0" X 8".0"	Wooden finish PVC flooring, maintenance free
3	ELECTRICAL a) Wiring Provision for concealed LED Light b) Sockets in Conference table c) Profile light wiring d) TV points e) Shooter lights point on woodwork f) Make- Finolex or equivalent g) PVC Pipes - Sudhakar or equivalent h) Provision for speaker, mic connection, projector	Electrical Wiring for Concealed LED Lights, Profile Light, TV points, Conference Table, Projector, Speaker, Mike
4	LIGHTING a) Profile light 80m b) Downlight light c) Drop light above conference table d) Up and down Shooter light e) Spotlights near entrance Ceiling Concealed lights, 10-24 PHILIPS/VTAC or equivalent light with dimming as per site conditions	Concealed LED ceiling lights, Profile lights, drop light above conference table, shooter lights near entrance, with Diming facility
5	PAINTING JK WHITE Putty- Asian emulsion Paint	2 Coats JK White putty finish, 1 coats primer, 2 coats emulsion paint
6	WALL TILE a) WALL-A Brick Tiles, East Side b) WALL-B, C Italian Marble tile, South and West side	Design wall with wall tiles for Wall A, Italian marble tile for Wall B
7	GRANITE Pantry table top of 18mm thickness	18mm Granite table for top pantry table
8	WALL PANNEL a) WALL-A Mirror, East Side b) WALL-C Panel Wooden finish, West Side c) WALL-C Panel rafter, West side 18mm WPC plywood as reapers, hardware and glue, Charcoal sheet, veneer finish, 6mm thick mirror	Wall panneling for Wall A,B,C with repairs framing covered with plywood design finish Wall A Veneer, Wall B Charcoal sheet, Mirror finish

9	<p>WOOD WORK</p> <p>a) WALL-B South Side, Storage 13x9x1.5 with internal shelves and side open boxes</p> <p>b) WALL-B Base storage with drawers</p> <p>c) WALL-B Duct cover 13X9X1.5</p> <p>d) Main Doors South east and south west side - 2 Nos</p> <p>18, 12 mm WPC plywood, Veneer finish</p>	<p>Wooden Cupboards with internal shelves, Side open boxes, base storage with drawers, duct cover, Veneer Finish, 2 Main entrance designed doors with veneer finish, door closer lock and hardware fittings</p>
10	<p>CONFERENCE TABLE FOR 21 Seating Capacity</p> <p>Table Size: 22'.0" X 5'.6"</p> <p>8-10mm Toughened Glass With market board frame of 1' and clear glass at center</p> <p>Base made of SS and Plywood combination</p> <p>Mic provision holes on Glass to make it concealed</p>	<p>Conference table for 21 persons seating capacity, Base made of SS, Plywood and toughened glass, clear glass at centre to maintain social distancing in this pandemic situation</p>
11	<p>Roller Blinds for Windows</p>	<p>Roller blinds for windows to avoid day light and interior design theme</p>
12	<p>ELECTRONICS</p> <p>a) Television Samsung 108cm (43 inch) Full HD LED Smart TV - 2 Nos</p> <p>b) Air conditioner Blue Star 2 Ton 3 Star Split Inverter AC - 3 Nos</p> <p>c) Sound system 5.1 Home theater Dolby Atmos - 1 No</p>	<p>Electronics TV for Video conferencing, Seminar projections with Dolby atmos speakers, Air conditioning to maintain temperature</p>

Terms and Conditions for Renovation of Conference Hall at 1st Floor, GST Bhavan, Beside Custom House, Port Area, Visakhapatnam.

1. **Description of work:** Renovation of Conference Hall at 1st Floor, O/o the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam-530035.
2. **Specifications:** Renovation works shall strictly conform to the specifications as mentioned in the Annexure-B.
3. **Presentation of the Concept:** Upon qualification the Bidder or his duly authorized representative would be required to make a presentation after the opening of the **technical bids**, before the Committee constituted by the Competent Authority to complete the process of Quality and Cost Based Selection.
4. **Financial Bids:** The financial bids of agencies shortlisted by the Committee after technical evaluation and after the presentation would only be opened/considered.
5. **Validity of bids:** The prices quoted in the Bids should remain valid for 90 days from the last date of submission of the Bids.
6. **GST and Duties:** Price shall be inclusive of the cost of product, GST, duties, labour charges, levies and all cartage charges. No escalation whatsoever shall be payable. The bidder/ supplier will be entirely responsible for all charges and levies payable by him to the respective authorities.
7. **Warranty /Guarantee:** The period of Warranty / Guarantee of the renovation works shall be for three years and need to be clearly specified. Charges, if any, for the same shall also be specified in financial bid. The Warranty / Guarantee will commence from the date of final handing over of the Conference Hall after successful completion of work to the satisfaction of the Principal Commissioner CGST, Visakhapatnam.
8. **Terms of Work Order:**
 - a. The successful bidder will have to complete the refurbishment / renovation works as indicated as Annexure-B within 60 days from the date of conclusion of the contract or signing of Work order unless the period is extended by mutual agreement.
 - b. The Material used in the renovation works must be in brand new conditions. Use of Old/damaged material shall not be allowed and vendor has to replace such material on his expenses.
9. **Clearing of Waste Material.** The Bidders/Agencies should clear/remove and dispose/discard all the waste material arising out of the said work from Conference Hall and Premises of the Department. No extra charges for the same would be paid by the Department.
10. **Obsolete Furniture/Fixtures.** The obsolete furniture/fixtures removed from the Conference Hall are to be handed over to the Department and placed at the place mentioned.
11. **Liquidated Damages:** The renovation works mentioned at Annexure-B shall be completed within the time schedule as given as Para 8(a) above to be calculated from the date

of supply order / award letter failing which the contractor shall be liable to pay liquidated damages as compensation for an amount equal to 0.25 % or such smaller amount as the Principal Commissioner, CGST, Visakhapatnam, may decide on the said bid price of the whole work for every day's delay but not exceeding 10% on the total value of the order.

12. **Payment terms:**

- a. No advance payment will be made.
- b. The invoice shall be raised in favour of the Principal Commissioner Central Tax, Visakhapatnam CGST Commissionerate.
- c. Payment will be released through online after successful completion of renovation work of Conference Hall at 1st Floor, GST Bhavan, Visakhapatnam.
- d. Payment shall not be more than the contracted value as given in the award letter.

13. **Termination of Contract:** The Principal Commissioner Central Tax, Visakhapatnam CGST Commissionerate shall have the right to terminate this contract in part or in full in any of the following cases: If,

- a. The work is delayed for causes not attributable to natural calamity for more than 15 days after the scheduled date of work order.
- b. The bidder is declared bankrupt or becomes insolvent.
- c. For any other reasons which is in the opinion of the Principal Commissioner, CGST, Visakhapatnam, warrants cancellation of contract award.

14. **Indemnity Bond:** The contractor shall indemnify the Principal Commissioner, CGST, Visakhapatnam from:

- a. Any third party claims, civil or criminal complaints / liabilities, site mishaps, fire hazards occurring, or arising out of any mishaps at site due to his / his employee / representative's fault or negligence.
- b. All claims, demands, actions, proceedings, losses, damages, liabilities, cost, charges, expenses or obligations that are occasioned to or may occasion to you as a result of non-payment of any statutory dues levied / taxes etc. leviable on the contractor or the contractor committing breach of any of the rules, regulations, orders, directives, instructions that may be issued by any authority under the Central Government / State Government or any statute or law for the time being in force.
- c. The office of the Principal Commissioner, CGST, Visakhapatnam, is located alongwith other CGST offices in GST Bhavan. Therefore, the agency should take all precautions to avoid any inconvenience to other offices located in GST Bhavan. They will also have to furnish details of their workers well in time to ensure issuing of necessary entry passes.
- d. Any damages, loss, death or expenses due to or resulting from any negligence or breach of duty on his /his employee/ representative part.

15. The principal Commissioner, CGST, Visakhapatnam, reserves the right to accept or reject any / all proposals without assigning any reason or incurring any liability whatsoever.

Sd/xxxx
(V PRAKASH BABU)
Assistant Commissioner (Admin)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

The Principal Commissioner of Central Tax
 Visakhapatnam CGST Commissionerate
 GST Bhavan, Port Area
 Visakhapatnam – 530 035

Sir/Madam

Sub: Renovation of Conference Hall at GST Bhavan, Visakhapatnam.

@@@

Tender Reference No: **C.No.I/22/05/2020-Admn (SAP) dated .11.2020**

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. 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(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
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/ organisation 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 Bidder, with Official 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>.

1. REGISTRATION

(i) 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.

(ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

(iii) 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.

(iv) 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.

(v) 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.

(vi) 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.

2. SEARCHING FOR TENDER DOCUMENTS

(i) 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.

(ii) 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.

(iii) 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.

3. PREPARATION OF BIDS

(a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

(b) 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.

(c) 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.

(d) 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.

4. SUBMISSION OF BIDS

(a) 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.

(b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

(c) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(j) 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.

(k) 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.

5. ASSISTANCE TO BIDDERS

(i) 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.

(ii) 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.