

	<p>केंद्रीय शुल्क के प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX हैदराबाद जीएसटी आयुक्तालय HYDERABAD GST COMMISSIONERATE जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद 500-004 GST BHAVAN, L B STADIUM ROAD, BASHEERBAGH, HYDERABAD-500 004 Phone No.040-23241117 / 23240725 Fax No. 040-23299204 e-mail:cgst.hydcmmr@gov.in</p>	
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C.No. I/22/10/2020-Admn

Date: 29.10.2021

e-Tender Notice No. 02/2021-22
Hyderabad GST Commissionerate

NOTICE FOR INVITING ONLINE BIDS FOR ANNUAL MAINTENANCE CONTRACT OF VERTICAL GARDEN, POTTED PLANTS, LAWN AREA IN THE PREMISES OF GST BHAVAN, BASHEERBAGH, HYDERABAD-500004.

The Principal Commissioner of Central Tax, Hyderabad GST Commissionerate, invites online tender quotations through e-procurement portal from reputed and experienced agencies for Maintenance of Vertical Garden, Potted Palnts, Lawn area in the Premises of GST Bhavan, Basheerbagh, Hyderabad.

2. The maintenance work includes the following :

(A) Vertical Garden of 200 sft area – Maintenance, regular care and applying fertilizers & pesticides and replacement of plant if any damage/disease.

(B) Potted Plants – 50 Nos – in Ground, First & Second Floors of GST Bhavan- Maintenance, regular care and applying fertilizers & pesticides and replacement of plant if any damage/disease, exposure of plants for some time to sunlight in the morning at regular intervals.

(C) Lawn and Plantation area inside and outside the compound wall of GST Bhavan – Approx area of 1046 sft – Maintenance, regular monitoring, regular Watering, weeding out of dried/dead leaves and stems, Trimming/pruning of plants to regular size, applying of fertilizers time to time, for Changing of dead plants.

3. The complete tender document containing general terms & conditions are available on <http://eprocure.gov.in/epublish/app>, www.cbic.gov.in & <https://cgsthyderabadzone.gov.in/gst/hyderabad/tenders> and can be downloaded free of cost.

4. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with digital signature, duly signed and stamped, at <http://eprocure.gov.in/procure/app> on or before bid submission closing date & time.

Last date for submission of bids : 08.11.2021 up to 12.00 hrs
Technical Bids will be opened on : 09.11.2021 at 12.00 hrs
Financial Bids will be opened on : Will be declared based on Technical Evaluation.

5. The tenders received incomplete and / or filed after the due date & time shall be summarily rejected. 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.

6. The instructions useful for submitting online bids may be obtained at: <https://eprocure.gov.in/eprocure/app>.

Encl: Annexure-A – Details of Work & General conditions
Annexure-B - Proforma for Technical Bid
Annexure-C - Proforma for Financial Bid /BOQ
Annexure-D - Tender Acceptance Letter format

Sd/-
(ANUPAM PALIWAL)
ASSISTANT COMMISSIONER (ADMN)

Copy for information to:

1. Notice Board of Hyderabad GST Commissionerate.
2. The Superintendent (System) Central Tax, Hyderabad Commissionerate for publishing in the Commissionerate website and CBIC website.
3. The PRO, Central Tax, Hyderabad GST Commissionerate.

Sd/-
(ANUPAM PALIWAL)
ASSISTANT COMMISSIONER (ADMN)

ANNEXURE-A
DETAILS OF WORK & GENERAL CONDITIONS

I. LOCATION OF WORK

Address : GST BHAVAN, Basheerbagh, LB Stadium Road, Hyderabad-500004.

II. SCOPE OF WORK

Sl.No.	Particulars	Qty	Units
A	The maintenance work includes the following : Atleast One person from the Service Provider should visit the work site on daily basis for providing the following services		
1	Vertical Garden	200	sft
	Maintenance, regular care and applying fertilizers & pesticides and replacement of plant if any damage/disease.		
2	Potted Plants in Ground, First & Second Floors of GST Bhavan	50	Nos
	Maintenance, regular care and applying fertilizers & pesticides and replacement of plant if any damage/disease, exposure of plants for some time to sunlight in the morning at regular intervals.		
3	Lawn and Plantation area inside and outside the compound wall of GST Bhavan	1046	sft
	Maintenance, Regular monitoring, regular Watering, weeding out of dried/dead leaves and stems, Trimming/pruning of plants to regular size, applying of fertilizers time to time, for Changing of dead plants.		

(*sft – square feet)

III. TERMS AND CONDITIONS:

1. Bid Security Declaration : Bidders should upload "Bid Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for a period of six months for floating tenders in this Office. MSME/NSIC certificates have to be uploaded along with the Technical bids.

2. Performance Guarantee: The Successful bidder has to submit an amount equal to 3 % of value of contract as performance guarantee deposit in the form of Bank Guarantee of a scheduled bank drawn in the favour of "Chief Accounts Officer, Hyderabad GST Commissionerate, Hyderabad" before awarding the contract. The performance guarantee shall be refunded to the selected bidder without any interest after 60 days of completion of contract.

3. The Technical and Financial bids should be submitted separately for each category of work by each firm/agency. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately.
4. The last date for receipt of bids/tender is up to 12:00 Hrs on 08.11.2021.
5. The Technical bids will be opened first. Financial bids of only those agencies/firms would be considered, whose technical bid qualifies for the tender and final approval will be given only after evaluation of Financial Bids. The format of the Technical bid and the Financial bid are enclosed as Annexure-B and Annexure-C respectively. Duly signed Tender acceptance letter on the letter head of the firm shall be uploaded along with the Technical Bid.
6. The Principal Commissioner, Hyderabad GST Commissionerate, reserves the right to reject / postpone/ and / or extend the date of receipt / opening of Rates/Quotations or to withdraw all or any of the offers without assigning any reason thereof and the decision therein shall be final and binding.
7. All the rates must be written both in figures and words. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and self attested.
8. Rates / Quotations shall be exclusive of GST and no extra amounts other than GST would be paid.
9. The tenderer shall sign and stamp each page of his uploaded tender document and all other enclosures appended as a token of having read and understood the terms conditions contained therein.
10. Service Provider selected as L1 by the department shall accept the order –
 - i. Within 3 working days from the date of communication by the department.
 - ii. Department reserves the right to increase / decrease quantity of work upto 20% of the ordered quantity at the same rate and terms and conditions.

IV. Other Terms and Conditions:

1. The Annual Maintenance Contract will be effective for a period of year, i.e, from 01.12.2021 to 30.11.2022.
2. The works mentioned in S.No 1 to 3 in scope of work will include labour charges also. No additional charges shall be paid.
3. The contract would be preferably awarded to the agency which has quoted the lowest Total Consolidated Rate while meeting all the terms and conditions given in the tender. Full contract will be given to the L1 bidder who has quoted the lowest Total Rate.
4. The Service Provider shall comply with all applicable laws of the Central and State Governments and any other law for the time being in force including the GST Law. This authority will not be responsible for any dispute that may arise in connection with the subject service, between the vendor and any State or Central Government Department

e.g. Authorities dealing with EPF, ESI, Labour Laws, GST and Income Tax etc. Or any local body.

5. The Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be responsible for any damages or compensation to any personnel or third party including the statutory obligations. For the entire work, the Service Provider will be employer for the disputes of his employees.

6. The Service Provider should submit complete rates/ quotations only after satisfying each and every condition laid down in the Annexures enclosed.

7. The Service Provider should satisfy themselves before submitting the rate/quotation that they should meet the qualifying criteria as laid down in the Annexure.

8. The Service Provider shall take all possible precautions to prevent any unlawful/disorderly conduct or acts of the employee deployed.

9. The Service Provider shall be fully responsible for theft, burglary, fire and any mischievous deeds by his staff and as well as other private persons.

10. The Persons so employed should be employees of the Service Provider and shall remain under his control and Supervision. He shall be liable for the wages and any other claim of the person so engaged.

11. Payment will be made by e-payment directly into the Bank Account of the Service Provider on successful completion of work and submission of Work completion Certificate to the Department.

12. Any defect pertaining to use of poor quality materials will be the liability of the Service Provider and the Service Provider has to repair it free of cost.

13. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the e-tenders as to the nature of the ground and soil, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information regarding risk, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent upon any misunderstanding or otherwise shall be allowed.

14. The Bidder shall be responsible for arranging and maintaining at his own cost all materials, tools, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Online submission of a tender implies that the bidder has read notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local condition and rates and other factors having a bearing on the execution of the work. Cost of site visit shall be borne by the bidder.

15. Bidder should not indulge in employing child labour or any other malpractice in relation to labour laws or any other laws applicable to the services provided by the bidder.

16. Bidders should be paying minimum wages and allowances to their personnel as prescribed by the respective Central and State Government authorities as per the latest rates and when amended from time to time.

17. In case of any default by the Service Provider in any of the terms and conditions (whether General or special), the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate may, without prejudice to any other right/remedy, which shall

have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving notice in writing to the Service Provider.

18. Insurance cover protecting the agency against all claims applicable under the workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider may arrange necessary insurance cover for all persons deployed by him even for short duration. The Department shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed/indemnified by the Service Provider.

19. The Service Provider shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the Department, or any of its officers on this account. The Service Provider will keep the Department indemnified against all actions.

20. Service Provider shall be solely responsible for prompt payment of wages compensations with other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Department shall have no liability whatsoever in this regard and the Service Provider shall indemnify this Office against any / all claims which may arise under the provisions of various Acts, Govt. Orders etc.

21. Any statutory levy / taxes / fees / charges / penalties / fines etc., in respect of the services being provided found leviable / payable at any time shall be borne by the Service Provider only even if not already included in the contract.

22. The Service Providers must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained.

23. No other allowances of any kind including transport / food / clothing / washing / overtime etc whatsoever will be paid by this office.

24. Notwithstanding anything contained herein, the Department reserves the right to terminate the contract by giving a notice 30 days in advance without assigning any reason and if the Service Provider intends to terminate the contract with this Dept., the Service Provider has to give the termination notice 30 days in advance with proper reasons in writing.

V. TERMS OF PAYMENT

- i) The bidders will quote their rate and should be inclusive in the rates quoted for different kinds of work and the same would not be payable over and above the rate thus quoted.
- ii) After completion of each work as mentioned in S.No 1 to 3 in the above table, the Service Provider will submit bills in duplicate which shall be certified by the Department and upon satisfaction regarding the provision of services, payment shall be made by the Department. The Service Provider shall make regular and full payment of labour wages which should not be less than that fixed under Minimum Wages Act which is in vogue.
- iii) Non-receipt of payment from Department shall not be a reason for his defaults in payment of salary & other statutory payments or his liabilities, if any, during the contract period. The Service Provider shall continue to provide the agreed Services to the Department

VI. Penalty Clause:

This office reserves the right to deduct the amount as determined by this office on reasoned and proportion basis, in case if any irregularity in provision of services or of any non-compliance of directions of this office effects the provision of services. The said penal amount shall be liable for deduction from the payment to the Service Provider. Further, the penal amount may be liable for deduction from the performance guarantee amount, if required.

VII. Mode of Submission of Bids:

The bidders are required to submit separate bids online, i.e., Technical bid and Financial bid in the prescribed proforma.

In the Technical bid, the bidder will provide:-

- (i) Details of Firm PAN number, Applicable GST registration and details of ESIC, PF etc. (attach photo copy)
- (ii) Details about his experience in the field, and other organizations for which he is providing such services along with testimonial.
- (iii) The documentary evidence regarding statutory compliances viz. Service Tax/ GST Returns as applicable, Returns and payment of ESIC and E.P.F.O. subscriptions for previous year, and the Registration particulars.

In the Financial bid they will quote the rates for the nature of works mentioned above in both figures and words.

The Service Provider will be short listed on the basis of their technical competency, eligibility, past credentials, testimonials, references and suitability after opening of technical bids. Financial bids of only those bidders who are short-listed on the basis of Technical Bids will be opened. The decision will be governed by the rates quoted. The bid with lowest Total rate among the opened bids will be approved.

This office reserves the right to reject/cancel any / all bids in part/full without assigning any reason for the same. The decision of this office in this regard will be final and will not be open to question by any person / firm in any form in any forum.

iv. The last date for submission of Tender Bids is 08.11.2021 till 12.00 hrs.

v. The Technical bids will be opened on 09.11.2021 at 12.00 Hrs. by the Tender Evaluation Committee. The Financial bids of successful technical bids will be opened on the next working day after the completion of Technical Evaluation.

vi. The Department reserves the right to cancel or withdraw the tender process or reject any tender, right to post pone and/or extend the date of receipt/opening of rates/quotation or reject, without assigning any reason thereof. The decision of this office in this regard will be final and will not be open to question by any person/firm in any form in any forum.

vii. For any query/clarifications, the officer concerned- Shri D V V Sagar Reddy (Superintendent, Admin) may be contacted at the phone No. – 9491564449.

Sd/-
(ANUPAM PALIWAL)
ASSISTANT COMMISSIONER (ADMN)

ANNEXURE- B
Proforma for Technical Bid

S.No	Description	
1	Name of the Registered Organization / Firm	
2	Status of ownership (viz. Proprietary/Partnership/Company)	
3	Address of the organization / Firm (with Tel. No / Fax No. & E- mail) Main / Branch Office address at Hyderabad (Attach proof)	
4	Name of Address of the Proprietor / Partner / Director with mobile numbers	
5	Contact numbers of person(s) (with mobile numbers)	
6	MSME/NSIC (IF APPLICABLE)	
7	Permanent Account No. of the firm as allocated by the Income Tax Department (copy to be attached.)	
8	GST Registration (copy to be attached.)	
9	Employees Provident Fund Number allotted by Regional Provident Fund Office if applicable (copy to be attached.)	
10	ESI Registration No. if applicable(copy to be attached.)	
11	Bid Security Declaration Enclosed (Yes/No)	
12	Licence Number obtained from Labour Commissioner (copy to be attached) (if applicable)	
13	Experience in providing services similar services to PSU/ Govt. Organisation of atleast 01 year (copies of the contract papers/ letters/ testimonials are to be attached)	
14	Copy of ITR for the last three years. (copies to be attached)	

(Note :- Attach attested Photo copies of all the above Documents. Tender Acceptance Letter on the letter head of the firm should be enclosed with the technical bid)

Declaration

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/We understand that in case any deviation is found in above statement at any stage, the company/firm will be blacklisted and will not deal with the department in future.

[Signature of Authorized Person with stamp]

ANNEXURE- C
Proforma for Financial Bid

SL.No.	Particulars	Qty	Units	Amount (Rs.) per unit per month excluding GST
A	The maintenance work includes the following : Atleast One person from the Service Provider should visit the work site on daily basis for providing the following services			
1	Vertical Garden	200	sft	
	Maintenance, regular care and applying fertilizers & pesticides and replacement of plant if any damage/disease.			
2	Potted Plants in Ground, First & Second Floors of GST Bhavan	50	Nos	
	Maintenance, regular care and applying fertilizers & pesticides and replacement of plant if any damage/disease, exposure of plants for some time to sunlight in the morning at regular intervals.			
3	Lawn and Plantation area inside and outside the compound wall of GST Bhavan	1046	sft	
	Maintenance, Regular monitoring, regular Watering, weeding out of dried/dead leaves and stems, Trimming/pruning of plants to regular size, applying of fertilizers time to time, for Changing of dead plants.			

(*sft – square feet)

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[Signature of Authorized Person with stamp]

ANNEXURE-D

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date :

To,
The Principal Commissioner of Central Tax,
Hyderabad GST Commissionerate,
Hyderabad.

Sub: Acceptance of Terms & Conditions of Tender. Tender

Tender No:_____

Name of Tender / Work:_____

Dear Sir,

1. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), etc.), which form part of the contract agreement and I/ We shall abide hereby the terms / conditions/ clauses contained therein.
2. The corrigendum (s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
4. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)