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भारत सरकार मुद्रणालय
कोयम्बतूर-641 019 (तमिल नाडु)

GOVERNMENT OF INDIA PRESS,
COIMBATORE – 641 019 (Tamil Nadu)

No. A-11011/3/2014-15/Estt./ 396

Date: 12-06-2018

ई-निविदा सूचना/ e-Tender Notice

Subject: Inviting e-Tenders for providing seven (7) Security Personnel (Watch & ward) and Five (5) Sanitation Staff (Safaiwala) in Government of India Press, Coimbatore, Tamil Nadu – 641019 for 6 months (can be extended if required)

1. The Manager for and on behalf of the President of India invites e-Tenders for providing seven (7) Security Personnel's (Watch & Ward) Without Arms and Five (5) Sanitation Staff (Safaiwala) to the Government of India Press, Coimbatore.

Sl.	Brief description of the work	Location where the staff to be provided	Last date for receipt of e-tender	Date & Time for opening Technical bids	Earnest Money Deposit
1	Providing 7 (Seven only) Security Personnel (Watch & Ward) (Preferably Ex-Servicemen) and 5 (Five only) Sanitation Staff (Safaiwala).	Government of India Press, Press Colony, Coimbatore-19 ('C' Area)	4/7/2018 Upto 11.00 AM	5/7/2018 At 11.00 AM	Rs.25000/-

2. The scanned copy of the Earnest Money Deposit (EMD) & Tender fees must be uploaded with the Tender and originals of the both in a sealed envelope Superscribed with the words "**Tender for providing Security Personnel & Sanitary Staff**" is to be sent to The Manager, Govt. of India Press, Coimbatore-641019 latest by **4/7/2018 at 11.00 a.m.** The firm has to furnish Earnest Money Deposit (EMD) for **Rs. 25,000/-** in the form of Demand Draft /Banker's Cheque/ Pay Order of any Nationalized Bank/ Scheduled Commercial Bank to be submitted in favour of "**Pay & Accounts Officer (Pgt.), Ministry of Urban Development, Chennai**" payable at **Chennai**.

3. The Price Bid should be submitted Online and the rate for the said security staff and sanitation staff to be given in the Financial Bid as per the **Annexure – I**. The envelope containing EMD i.e. Technical Bid will be opened first and if the EMD and other items are not found in proper form, the offer of the firm will stand cancelled and their Price Bid will not be entertained/opened.

4. The Service provider should pay their personnel salary by e-payment with a salary slip not below the minimum wages at the prevailing rate as Fixed under the Minimum wages Act prescribed by the Office of the Chief Labour Commissioner (Central). Proof of

e-payment to the individuals is to be submitted to this office by mail immediately on e-payment to the employees. Any breach of this condition will render the contractor liable for immediate termination without any Prior notice besides the legal action to be initiated. Besides ESI, PF and GST per head paid by this office at the current rate should be remitted by the contractor every month as per the existing rules and copies of the paid cash challan/Acquaintance Roll should be submitted every month to this office.

5. For participating in the e-tender the Bidders have to go through the Annexure-II.
6. The Tender will be closed at **11.00 a.m. on 4/7/2018** and the technical bid will be opened online on **5/7/2018 at 11.00 a.m.** in the presence of the authorized representative of the firms if present. The EMD will be returned to the unsuccessful Tenders after completing all the formalities.
7. The Financial Bids of the technically qualified firms will be opened later on and the qualified bidders will be informed accordingly.
8. **Eligibility criteria of Technical Bid:**

Note: - The following documents should be submitted online in PDF format and their hard copies should be forwarded to this office to the address i.e. **The Manager, Government of India Press, Coimbatore – 641 019** in Technical Bid.

- (i) The Earnest Money Deposit (EMD) of Rs. 25,000/- in original should be forwarded to this office along with Technical Bid and its scanned copy should be submitted online as mentioned at point no. 2 above.
- (ii) Self attested undertaking that the firm has never been blacklisted by any Government Department, Ministry, Organization/ PSU etc.
- (iii) Copy of PAN No, GSTIN No and copy of registration certificate are required to be uploaded with the above documents on the CPP Portal and self attested copy of the same should be forwarded along with Technical Bid.

Terms and Conditions of the Tender.

1. The EMD will be forfeited in full if the tenderer resiles from the offer.
2. The Earnest Money will be refunded to the unsuccessful tenderers but GIP Coimbatore shall not be responsible for any loss or depreciation that may occur while in possession of the press nor be liable to pay any interest thereon.
3. The successful firm will have to remit a security deposit of 6% of the contract amount and execute the Contract Agreement with this office/Press within the prescribed time failing which the EMD will be forfeited and remitted to the Government Account without further intimation to the party.
4. The rates should be kept valid for one year from the date of opening of the quotations/contract period.
5. The firm will have to strictly follow all the Terms & Conditions mentioned in the e-Tender notice & contract.
6. If the firm does not meet any of the criteria as mentioned in the Technical bid will be declared technically non-responsive and their price bids will not be entertained.
7. The basic rate and Service Provider's Service charge only to be quoted in the Price Bid (BOQ-Online).

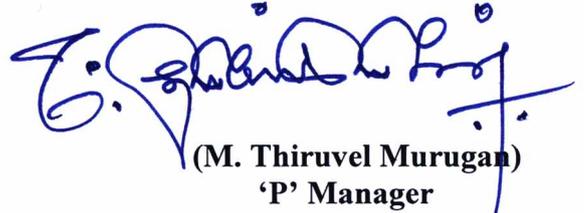
8. The benefits such as EPF, ESI and GST will be paid by this office in addition to the basic rate and Service charges.
9. In case of any discrepancy between English version and Hindi version of e-Tender notice & document, the English version will be treated as final.

The Manager, Government of India Press, Coimbatore reserves the right to reject/cancel the tender at any time/stage or amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reasons thereof.

The documents are also available on the website of Directorate of Printing, New Delhi, www.dop.nic.in & <https://eprocure.gov.in>

(M. Thiruvell Murugan)
'P' Manager

Copy to: - The Asst. Director (CDN), Directorate of Printing, 'B' wing Nirman Bhawan, New Delhi-110011, with the request to upload the tender on the website of Directorate of Printing.


(M. Thiruvell Murugan)
'P' Manager

Government of India Press, Coimbatore-641 019.

Annexure- I

Annexure-I of the Price Bid (BOQ)

Sl. No.	Item	Basic Rate per day for a single person (the rate should be In figures and words)
1.	Wages for Security Staff (excluding VDA) (Without Arms)	
2.	Wages for Sanitary Staff (excluding VDA)	
3.	Contractor/Service Provider's Service Charges in percentage	
Total		

Instruction for Online Bid Submission :

As per the directive of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL://eprocure.gov.in). 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 “Click here to Enroll”. Enrolment on the CPP Portal 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/TCS/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/eToken.

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 Tender’ 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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” 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 he/she 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 Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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 serve 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.
- 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, 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 documents 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. The contact toll free number for the helpdesk is 0120-4200462, 0120-4001002.

Schedule of Important Dates:

Starting Date for View/downloading of Tender document	<u>12/06/2018</u> (06:00 p.m. onwards)
Starting Date and time for online submission of bid	<u>12/06/2018</u> (06:00 p.m. onwards)
Last Date and Time for downloading of Tender document	<u>04/07/2018</u> (upto 11:00 a.m.)
Last Date and Time for online submission of bid and submission of EMD	<u>04/07/2018</u> (upto 11:00 a.m.)
Date and Time of opening of Technical Bid	<u>05/07/2018</u> (at 11:00 a.m.)
Address for communication	The Manager, Government of India Press, Coimbatore-641019