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**कार्यालय सहायक आयुक्त, वस्तु और सेवा कर मंडल,  
एस सी ओ 47-51, फौजी परिसर, साई रोड, बद्दी-173205**  
e-mail: baddidivision@gmail.com, Tel 01795-244450,52

**NOTICE INVITING BIDS FOR TENDER DOCUMENT FOR HIRING OF GENERATOR SERVICES FROM THE DATE OF AWARDING OF CONTRACT UPTO one year**

Bids are invited on behalf of the Commissioner, CGST Commissionerate, Shimla for "Hiring of Generator Services" in the Office of the Assistant Commissioner, CGST Division, Fauji Complex, Sai Road, Baddi(H.P.) from the date of awarding of contract **upto one year.**

2. Tender document can be downloaded from the website link <http://www.cexchdl.gov.in>.
3. In case of any difficulty, the bidders may seek clarification for any doubt/query regarding the specification from the Administrative Officer, CGST Division, Baddi on any working day between 11:30am and 4.30pm till one day before the last date of submission of Bids. Contact Numbers are: (01795)244450/51; email: baddidivision@gmail.com.
4. Critical Dates:-

<b>Tender publishing/Bid Document Download Date</b>	<b>27.07.2019 09:00AM</b>
<b>Bid submission Start date</b>	<b>27.07.2019 10:00AM</b>
<b>Bid submission closing date</b>	<b>06.08.2019 05:00PM</b>
<b>Technical Bid opening date</b>	<b>07.08.2019 11:00AM</b>
<b>Financial Bid opening Date</b>	<b>07.08.2019 03:00PM</b>

5. In the event of any of the above mentioned dates being subsequently declared as a holiday for this office, the tenders will be opened up on the next working day at the scheduled time.
6. The Commissioner CGST Commissionerate, Shimla reserves the right to accept or reject any or all tenders without assigning any reasons.

  
(Pankaj Kumar Singh)  
ASST.COMMISSIONER

**NOTICE INVITING BIDS FOR OUTSOURCING GENERATOR SERVICES FROM  
THE DATE OF AWARDING OF CONTRACT UPTO one year.**

Bids are invited for "Hiring of Generator Services" engaged in this business, for and on behalf of the Commissioner, CGST Commissionerate, Shimla in the Office of the Assistant Commissioner, CGST Division, Baddi(H.P.) from the date of awarding of contract upto one year.

**I. MODE OF TENDERING:**

Interested bidders may download the tender enquiry documents (TED) from website link <http://www.ccxchdl.gov.in> and submit their tenders at CGST Division, Baddi, SCO 47-48, Fauji Complex, Sai Road, Baddi(H.P.)-173205. The bids are invited in a two bid system (Technical and Financial) from firms engaged in the business of the services and are required to be submitted in two parts, namely, Technical Bid and Financial/Price Bid. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

**II. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and send the same along with the qualifying bid** Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

b. The Bidders should enter the firm's name & the rate as per the format in the financial bid of the given format only. If Financial Bid is mentioned in Technical BID Cover, it will be liable for rejection.

**III.** This office reserves the right to postpone/and/or extend the date of receipt /opening of Quotations or to withdraw the same without assigning any reasons thereof.

**IV.** This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

**V.** The tender forms shall be rejected if it is not completed in any aspect.

**VI.** Not more than one tender shall be submitted by one contractor 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 parties liable to rejection.

- VII. The technical bids will be opened first and financial bids of technically qualified bidders alone shall be opened thereafter, in the presence of the Tender Committee. The Bidders, if they wish, may attend the Tender opening proceedings with proper authorization from the bidding firm.

**Location of office and Geneset capacity required**

S.No.	Place	Capacity of Genset required
1	SCO 47-48, 1 <sup>st</sup> and 2 <sup>nd</sup> Floor, Fauji Complex, Sai Road, Baddi(HP)-173205	10KVA


  
(Pankaj Kumar Singh)  
ASST.COMMISSIONER

26/7/2019



### SCOPE OF WORK

1. Operating time of Generator set shall be from 9 AM to 5.30 PM. Wherever manual operation is required, qualified operator(s) shall be provided by the contractor including on Sundays and holidays.
2. Operation also includes topping of fuel, changeover operations etc., Wherever Auto Main Failure (AMF) is provided, the contractor to monitor on regular basis, the fuel level, topping if required and provide a operator in case of AMF failure. No additional charges will be paid for the same.
3. No additional rent or operator charges will be paid for operation on any holidays and weekends, if required..
4. The Contractor will comply with all the applicable labour laws, rules and regulations relating to P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, CL(R&A) Act, Essential Commodities Act, Migrant Labour Act and' or such other Acts or Laws or regulations passed by the Central & State, Municipal and Local Government agency or authority, including T.D.S. as per Income Tax Act, applicable from time to time. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.
5. The Contractor shall be responsible for proper maintenance of Registers, log books etc. as required under the applicable laws / statutory provisions and' or Rules / Regulations framed there under. The Contractor shall be responsible for all the claims of the employees of the Contractor and shall not make and claim whatsoever against the Department. The Contractor's workmen will not have any right whatsoever to get absorbed in the Department. The Contractor shall be responsible for all statutory requirements e.g. ESI, PF, labour registrations, Insurance coverage etc. The operator is responsible for compliance of all the rules & safety regulations etc.
6. The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from any contagious diseases. The Insurance for the workmen shall be arranged by the contractor and ensure that the operator shall be well mannered and properly dressed with shoes etc.
7. The Contractor shall obtain adequate insurance policy / policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death / injury / disablement at work etc.
8. The Contractor shall bear all the costs and expenses in respect of all charges, including stamp duty etc. for agreement and/or any other documents/agreements, which are required to be executed.
9. All necessary tools like clamp meter, drilling machines and pliers and other essential tools for effective maintenance of the Diesel Generator equipments shall be provided by the contractor. Contractor shall arrange for comprehensive maintenance of their Diesel Generator set as prescribed by the supplier for reducing the breakdowns to the minimum and for uninterrupted operation of Diesel Generator set.
10. All the maintenance expenses including replacement of spares for the Diesel Generator set along with periodic replacement of lube oil shall be borne by the contractor.
11. The Contractor /owner of the Diesel Generator set has to arrange at their own cost all necessary approval from Government of HP or any other Statutory body including environmental clearance, if required, for installation and running of Diesel Generator set at respective sites.
12. Owner / Contractor of Diesel Generator set has to keep the diesel in safe custody under proper care at the site and has to ensure the safety of the location.
13. Owner / Contractor of the Diesel Generator set has to bear the installation / transportation charges of Diesel Generator set.
14. Owner / Contractor of the Diesel Generator set has to maintain a log book at the site to record the following :



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- i) Hour meter reading.
  - ii) Time for which the generator was operational (generator off and on timings).
  - iii) No. of Units Generated through DG Set
  - iv) Consumption of diesel. The log book shall be submitted to the officer-in charge as and when called upon by the Officer-in charge.

16. The generator downtime shall be kept to all care shall be taken so that the downtime of DG Set is kept minimum. During the currency of the Contract, Maximum permissible frequency of failures in a month:

(a) Once for approximately half an hour

17. In case of major break downs; standby arrangement shall be made within 24 hours from the time of breakdown. In case of poor performance/ non performance of DG set taken on hire, the penalty (twice hiring charges) per day may be deducted from the hiring charges for the month

18. The contractor / firm shall be held responsible for any misdeeds / misbehaviour of their employees within the premises.

19. Self start Battery condition shall be well maintained for trouble free operation.



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**QUALIFYING/TECHNICAL BID DOCUMENT:-**

1	Name of the registered firm/company	
2	Address (With Tel No., Fax No.)	
3	Name & Address of the proprietor/ Partners/Directors (With Mobile No.)	
4	Permanent Account Number (PAN)	
5	GSTN no., if any,	

**DECLARATION**

I/we \_\_\_\_\_ hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted; performance guarantee will be forfeited and will not qualify to have any dealing with the Department in future.

(Signature of Authorized signatory with Name & date)





# PRICE/ FINANCIAL BID DOCUMENT

The below mentioned Financial Proposal/Commercial bid format is provided.  
Rate should only be quoted in the permitted column and send the same in the commercial bid in sealed cover. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned:

Name of Bidders					
Sl. No	Item Description	Fixed rental Price per month in Rs.(i.e. rent without operation)	Operational rental Price in Rs./hour i.e. rent of running Genset per hour.	Operational rental Price for 30 hours (in Rs.) i.e. rent of running Genset per 30 hour.(30*Column 4)	TOTAL rent per month for running Genset for 30 hours (including all Taxes) in Rs.) i.e. Column 3+5
1	2	3	4	5	6
1	Genset capacity 10KVA				
Amount in Words					

(Signature of Authorized signatory with Name & date)

- The rates shall be quoted in Indian Rupee only.
- The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the diesel price, statutory taxes, fees, etc will be the responsibility of the Bidder.
- L1 will be selected on the total price quoted by the bidders per month(Figure of sum of column No 6. Running hour has been set to be 30 hrs per month for this purpose only. However, actual amount payable will be as per actual usage.
- In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

