

TENDER DOCUMENTS
FOR

**Providing Canteen Services at
Pratyakshakar Bhavan,
Opp.Rythu Bazar, MVP Colony,
Visakhapatnam**

Dated: 19th September, 2022

Signature of the tenderer with seal

NOTICE INVITING TENDER

Sealed bids are invited from eligible specialized firm/agencies who are carrying out the similar type of works in Government/reputed private organizations in Visakhapatnam, to undertake the work of providing canteen services at Pratyakshakar Bhavan, MVP Colony, Visakhapatnam.

Particulars

1	Name of the Work	Providing Canteen Services at Pratyakshakar Bhavan, MVP Colony, Visakhapatnam.
2	Duration of Contract	1 (one) year from the issue of work order (subject to be extended for another 01 year on the basis
3	Earnest Money Deposit	5,000
4	Performance Guarantee	25,000
6	Last Date of Submission of Filled in Tender Paper	11:00 AM on 10 th October 2022 (Monday)
7	Date of opening of Tender	Technical Bid – 3:30 PM on 10 th Oct. 2022 Financial Bid – 12:30 PM on 12 th Oct. 2022
8	Tender documents can be downloaded from the website www.eprocure.gov.in or www.incometaxhyderabad.gov.in . The Earnest Money Deposit can be submitted in form of Demand Draft / Bank Guarantee in favour of “ZAO, CBDT, Visakhapatnam” amounting to 5,000 which shall have to be deposited along with technical bid documents.	

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GENERAL TERMS AND CONDITIONS

1. GENERAL:

1.1. The bid document consists of particulars of tender, general terms and conditions, scope of work, and other necessary documents mentioned in particulars of tender.

1.2. Location: The work shall be executed at Canteen premises at Pratyakshakar Bhavan, MVP Colony, Visakhapatnam.

2. COMMERCIAL CONDITIONS:

2.1 : Eligibility Criteria:

i The Agency must have valid Food license for catering/canteen services issued by appropriate authority.

ii The agency should have its average annual turnover at least Rs. 10 Lakhs over the period of last 03 financial years i.e. FY 2019 – 20 to FY 2021 – 22.

iii. Self-attested photo copy of satisfactory performance certificate of prior canteen contractual work with any government department / private agency must be submitted with Tender documents:

2.1.1. Self-attested photo copy of GST registration certificate, company registration certificate/Trade License, PAN Card, food License, Turnover Certificate of last 03 financial year, Income tax return certificate of Last 03 financial year and Partnership deed (in case of Partnership firm) and others must be submitted along with technical bid documents as mentioned in the checklist as per Annexure II of this NIT.

2.2. Type of Contract:

The work to be awarded by O/o. CCIT, Visakhapatnam shall be treated as indivisible works contract.

2.3. Issue, Submission and opening of Tenders:

2.3.1. a. Tender documents can only be downloaded from the web site www.eprocure.gov.in or www.incometaxhydderabad.gov.in. The Duly filled in and signed sealed technical bid and financial bid (2 separate sealed covers) will have to be dropped in the tender box kept on Ground Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam-530020 on or before 10.10.2022 up to 11:00 am.

b. EMD of Rs. 5,000 which shall have to be drawn by the tenderer in favour of “ZAO CBDT Visakhapatnam” to be submitted alongwith the technical bid documents.

c. Pre Bid Meeting: The pre-bid meeting with the tenderers will be held on 29.09.2022 at 12:00 noon at Conference Hall, 6th Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam-530020.

The prospective tenderers can view the existing infrastructure facilities that would be provided to them for setting up of canteen at the said office building on any working day between 3PM to 4PM. They can contact Shri R.V.Ramana Murthy, Assistant Commissioner of Income Tax(OSD), O/o CCIT, Visakhapatnam (898.5970275) for arranging the same.

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- d. Other documents mentioned in the Checklist as per Annexure II must be submitted alongwith the Technical Bid .
- e. Telegraphic/cabled/faxed/e-mail or any type of exposed tenders will be summarily rejected.
- f. Disclosing of Price Quoted in the Technical Bid Documents will be the cause of rejection of the tender.
- g. One letter regarding self-declaration as per Annexure I in the company's original letter head must be submitted by the tenderer along with other technical bid documents.
- 2.3.2. The Tenderers are advised not to deviate from the technical specifications, items, terms and conditions like terms of payment, etc.
- 2.3.3. The technical bid only shall be opened on 10.10.2022 at 3:30 pm.
Financial bid will be opened on 12.10.2022 at 12:30 pm
- 2.3.4. Scrutiny/ evaluation of technical bid documents shall be done by the Tender Committee. In case if it is found that the bid of the Tenderer is not in line with Notice Inviting Tender specifications, requirements and/or contains any deviations, the department reserves the right to reject the bid of such firms without making any reference to the Tenderer(s).
- 2.3.5. Any clarifications required by the department shall have to be furnished by the Tenderer within the time given by the department for the same. The Tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a Tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
- 2.3.6. In the bid document, submitted by the tenderer, shall be no condition whatsoever. In case any Tenderer mentions any condition including conditional rebates in their price part, Tender shall be rejected forthwith. A Tenderer will also not be allowed to withdraw or modify any condition after opening of the bids.
- 2.3.7. The Financial bid of the eligible bidders only will be opened after scrutiny of the technical bid.
- 2.3.8. The department reserves the right to reject any of or all the bids and go for fresh Tenders as the case may be without assigning any reason.
- 2.3.9. O/o CCIT, Visakhapatnam will communicate the LOWEST bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer" shall prescribe the amount that can be charged by the bidder for various menu items in the canteen.

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2.3.10. The successful Tenderer shall submit an irrevocable performance guarantee of Rs. 25,000.00 in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement within 07 days from the date award of work order. This Performance Guarantee shall have to be deposited by the tenderer in favour of “ZAO CBDT Visakhapatnam” directly to Assistant Commissioner of Income Tax(OSD), O/o CCIT, 2nd Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam. The performance guarantee will be returned after satisfactory completion of work.

2.3.11. The O/o CCIT, Visakhapatnam, will award the work to the successful L1 bidder

2.4 Forfeiture of earnest money

2.4.1. If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the O/o CCIT, Visakhapatnam shall, without prejudice to any other right or remedy, be at liberty to attract penal action of forfeiture of EMD.

2.4.2. If LI contractor fails to furnish the prescribed performance guarantee within the period as indicated above, including the extended period, if any, it will attract penal action of forfeiture of EMD.

2.4.3. In case of forfeiture of earnest money as prescribed in clause 2.4.1 & 2.4.2 above, the tenderer shall not be allowed to participate in the retendering process of the work.

2.5. Non-performance by an agency:

If L1 agency does not start the work or does not perform the assigned canteen work properly and/or in time, their deposits including performance guarantee etc. shall be forfeited. Such agencies shall be debarred for tendering for a period of three years. Such action shall be decided by O/o CCIT, Visakhapatnam. This shall form part of the contract as special conditions.

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SCOPE OF WORK:-

1. Procurement of raw materials, preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the staff and visitors in canteen as per terms and conditions of tender document. The workers will work in Kitchen and Dining area. Cleaners cannot be used for kitchen work. Any requirement of the packed lunch/basic buffet lunch/ dinner will have to be prepared and served by the agency as directed by the Canteen Committee.

2: Job Specifications:

2.1. To provide breakfast, lunch, evening snacks. The agency is required to set up the canteen, meeting day to day requirements of the staff and visitors like breakfast, lunch, tea, snacks, coffee, cold drinks etc. and should have catering arrangements. No minimum guarantee will be furnished to the Contractor towards consumption of food items. The minimum numbers of staff and visitors to be served may vary time to time.

2.2. The food has to be prepared in clean, hygienic and safe conditions as per the menu.

2.3. The workers should have the sufficient knowledge and aptitude for preparing food both vegetarian and non-vegetarian.

2.4. The kitchen, dining-hall, hand wash area, dish wash area, etc. will be washed with water and Soap solution and mopped after every meal (breakfast, lunch, evening snacks) and will be disinfected once in a week or as and when required.

2.5. The Agency shall arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.

2.6. The timing for breakfast normally from 9:30 a.m. to 11:30 a.m.; lunch from 1:00 p.m. to 2:30 p.m.; evening snacks from 4:00 p.m. to 05:30 p.m. The canteen shall remain open for five days a week (Monday to Friday) (except Saturday, Sunday and closed holidays) . Any changes in the timings will be as approved by the canteen committee.

2.7. After every meal (breakfast, lunch, evening snacks), all the plates, cups, bowls, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of approved quality.

2.8 A book shall be kept in the canteen for recording any complaint or suggestions from any user and will be produced for inspection. Decision taken by the Competent Authority of the canteen committee shall be final in all these complaints/ suggestions.

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:- ADDITIONAL TERMS AND CONDITIONS:-

1. The Agency shall be solely responsible either for any loss or damage to the equipment/property in the areas of work as a result of negligence / carelessness of its workers.
2. The workers shall have to follow the security regulations as directed by Security and Administration. Workers shall not form union or carry out trade union activities. Workers will have to wear a distinctive uniform
3. The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good canteen services at Pratyakshakar Bhavan, MVP Colony, Visakhapatnam. The employees of the Contractor should possess good health and free from any diseases, especially contagious and frequently recurring diseases. The Agency shall ensure the police verification of all the persons before deploying them at the allotted premises.
4. No accommodation will be provided for the workers and the Agency shall make its own arrangements, outside the premises.
5. The LPG (commercial) fuel for cooking purpose has to be arranged & procured by the contractor.
6. The contractor shall not make or cook any meal(s) in the premises of the Pratyakshakar Bhavan, MVP Colony, Visakhapatnam for supply to any person(s) outside the Pratyakshakar Bhavan, MVP Colony, Visakhapatnam.
7. The Agency shall not make any additions & alterations to the infrastructure provided for cooking and catering purposes, without any permission of the competent authority of O/o CCIT, Visakhapatnam.
8. ***Rate, Billing and Payment:***
 - 8.1. Rate of the food Items are predefined and fixed and inclusive of G.S.T. as mentioned in the tender document. The agency has to sell the food following the rate chart strictly. No additions and alterations are allowed in the said fixed rate throughout the entire contract period.
 - 8.2. Payment for the food supplied by the agency in buffet or in packaged form during any special occasion organised by O/o CCIT, Visakhapatnam will be done as per the work order given by O/o CCIT, Visakhapatnam separately for each occasion.
 - 8.3. Payment to be collected by the agency from staff and external visitors as prescribed. O/o CCIT, Visakhapatnam will not be liable for any non-payment by any staff / visitor.
9. Electricity & water charges : O/o CCIT, Visakhapatnam will provide water and electricity in the kitchen and dining hall. The use of electricity will be restricted to lights, fan, refrigerator or any other electrical appliances/ gadgets, which are considered necessary for smooth functioning of the kitchen/ dining hall. In no case, electricity will be used for cooking food.
10. Duration of the Contract: 1 (one) year from the issue of work order. However, the contract period may be extended for another 1 year on the basis of

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satisfactory completion of the contract period. The extension of contract is entirely depending upon the decision taken by the competent authority.

11. Termination /contract:

11.1. The Contract can be terminated by either party, i.e., O/o CCIT, Visakhapatnam or the Contractor, after giving 'two months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, O/o CCIT, Visakhapatnam reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. O/o CCIT, Visakhapatnam's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

11.2. On termination of the contract, the Contractor will hand over all the equipments supplied by O/o CCIT, Visakhapatnam, in good working condition, back to O/o CCIT, Visakhapatnam.

11.3. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during the probationary period of three months from the date of taking over charge of the canteen services, O/o CCIT, Visakhapatnam reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

11.4. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.

11.5. That the agency will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the agency before the expiry of the period of this contract.

12. *Penalty:*

12.1. The O/o CCIT, Visakhapatnam reserves the right to impose a penalty (0.5% for first infraction, 1% for second infraction and 2% for third and other subsequent infraction) of the Performance Guarantee money per occasion on the Contractor for delay in supplies and unsatisfactory performance or for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Contractor or his staff or for any adulteration. The maximum limit of such deduction would be 100%. All penalties must be paid by the contractor to ZAO CBDT Visakhapatnam within 7 days of imposition of penalty.

12.2. If the O/o CCIT, Visakhapatnam is not satisfied with the quality of eatables served, services provided or behaviour of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the O/o CCIT, Visakhapatnam will be at liberty to take appropriate necessary steps as deemed fit.

13. *Force Majeure:* O/o CCIT, Visakhapatnam may consider relaxing the

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penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders' premise, etc.

14. Governing Laws and Disputes:

This shall be construed and governed by the laws of Republic of India and the parties hereby submit to the exclusive jurisdiction of the Hon'ble High Court at Amaravathi, Andhra Pradesh.

[B] STATUTORY OBLIGATIONS OF THE AGENCY (CONTRACTOR)

1. The contractor shall obtain all requisite licenses at his own cost from the appropriate authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by an authority from time to time, it being clearly understood and agreed that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.

2. The Contractor will, prior to the commencement of the operation of contract, make available to O/o CCIT, Visakhapatnam the particulars of all the employees who will be deployed at the O/o CCIT, Visakhapatnam's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

3. The Agency shall fulfil all statutory requirements. O/o CCIT, Visakhapatnam is not responsible for any such liabilities. The Contractor shall be responsible for timely payment of wages to his/ her workers as per Government rule. The contractor shall fulfil all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. In force from time to time, as applicable, as per Government rule.

4. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Pratyakshakar Bhavan, MVP Colony, Visakhapatnam, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.

5. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with O/o CCIT, Visakhapatnam shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against O/o CCIT, Visakhapatnam for

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employment, pension, or any other statutory claim, or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in O/o CCIT, Visakhapatnam. In case of any untoward incident/ fire/death/injury of any employee of canteen, O/o CCIT, Visakhapatnam will not be liable to pay any damages.

6. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the O/o CCIT, Visakhapatnam.

7. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

8. The items served by the Agency shall be wholesome and hygienic prepared in the clean atmosphere. The members of the Canteen Committee of the O/o CCIT, Visakhapatnam and/or may at any time enter the kitchen area allotted to the agency for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the O/o CCIT, Visakhapatnam with regard to the desirability or quality of the food articles offered for consumption shall be final.

9. If any item of the menu/provision of food is found defective or not fit for use/consumption, the O/o CCIT, Visakhapatnam's authorities may –

(i) issue warning; and / or

(ii) get the said raw material/items destroyed and ask the Agency to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items.

If, however, this problem recurs in spite of warning having been issued, the O/o CCIT, Visakhapatnam reserves the right to impose financial penalty as decided by the O/o CCIT, Visakhapatnam's authorities or the contract may be cancelled without giving any notice.

10. That the agency shall not make any additions & alterations in the premises allotted to him for providing canteen services.

11. That the agency has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions. In the event of violation of any of the aforesaid in and around the Canteen Kitchen/cooking area or dining hall, the agency shall be responsible for any penalty/fine imposed by the concerned authorities.

12. That in the event of FSSAI, Health Department or any other government/statutory body authorities taking samples of raw material used by the agency and those samples are not found fit/up to the mark for human consumption, the agency shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.

13. That the agency has agreed to provide sufficient number of cooks, waiters and other supporting staff in the kitchen and dining hall and shall take all reasonable

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precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the staff & visitors . He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.

14. That any employee deployed by the Agency in the premises becomes liable for being debarred from entering the premises by the O/o CCIT, Visakhapatnam due to his actions, the agency shall accept the decision of the O/o CCIT, Visakhapatnam as final and abide by such decision. Such an event, the O/o CCIT, Visakhapatnam shall not in any way be liable for any claim made by the concerned employee of the agency for wages or damages and the agency shall keep the O/o CCIT, Visakhapatnam authorities indemnified.

15. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by the O/o CCIT, Visakhapatnam to the contractor and the possession of the premises will always that of the O/o CCIT, Visakhapatnam, even when the premises are in use or occupation of the agency.

16. The O/o CCIT, Visakhapatnam shall provide existing equipment, furniture & fixtures to the agency, who shall be responsible for their maintenance. Basic equipment for functioning of canteen will be provided by O/o CCIT, Visakhapatnam. Subsequently operational expenses will be borne by the agency. Canteen operator has to arrange for rest of the equipment which are not provided by O/o CCIT, Visakhapatnam.

17. **The agency should maintain a barrier free environment in the canteen for the disabled persons.**

18. **The agency should maintain all the Covid protocol strictly in the canteen premises and at the place of serving of food issued by concerned authority, time to time.**

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** Methodology for evaluation of Financial Bid**

1. All prospective tenderers must fill financial bid by indicating the rates (inclusive of GST) at which they will supply each of the items listed in the menu card. The rates must not exceed the maximum prescribed rate against each item.
2. For each submitted bid, the tender evaluation committee will calculate the average rate of Breakfast items (B), average rate of lunch items (L) and average rate of all other items (O). In case the vendor has not filled in price for any of the items in the list, the maximum prescribed rate will be taken to compute the average.
3. financial bid quote (Q) will be evaluated using the formula $Q = (30\% * B) + (50\% * L) + (20\% * O)$. The lowest value of Q so arrived at will be declared LI for the tender process.

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MENU TO BE SERVED

BreakFast

S1 No	Description of Item	Quantity	Max amount per item (in Rs.)	Rate to be specified by the bidder
1	Idly (3Nos. + Sambar & 1 Chutneys	100 gms	30.00	
2	Wada (2Nos. + Sambar & 1 Chutney)	100 gms	30.00	
3	Upma with chutney	100gms	25.00	
4	Purr (3 Nos + Kurma & Chutney)	130 gms	30.00	
5	Dosa(1 Masala/Onion) Sambar & Chutney	1 No	30.00	
6	Uttappam (1 No. + Sambar & Chutney)	1 No	30.00	
7	Plain Dosa (1 No. + Sambar & Chutney)	1 No	25.00	
8	Rava Dosa (1 No. + Sambar & Chutney)	1 No	30.00	
9	Pesarattu (1 No. + Sambar & Chutney)	1 No	25.00	
10	Tomato bath with Raita & Chutneys	150gms	25.00	
11	Mysore Bali (4 Nos) with Sambar & Chutney	4 Nos	25.00	
12	Chapathi (2 Nos) with Curry	2 Nos	30.00	
13	Rice Pongal with Sambar	200gms	25.00	

Lunch

S1 No	Description of Item	Quantity	Max amount per item(In Rs.)	Rate to be specified by the bidder
1	Limited Lunch (White Rice(250 gms), Dal, Curry, Sambar or Rasam, Chutney, Curd (one cup) and one papad)	1	75.00	
2	Executive Lunch (1 Roti, North Indian Curry, White Rice, Dal, South Indian Curry, Sambar or Rasam, Chutney, Curd (one	1	90.00	

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	cup) and one papad, Sweet, 1 Banana)			
3.	Veg Biryani (with Raitha & Kurma)	200gms	35.00	
4.	Lemon/Tomato Rice with Sambar	200 gms	30.00	
5.	Curd Rice with pickle	150gmS	25.00	

Evening snacks

SL No	Description of Item	Quantity	Max amount per item) (In Rs.)	Rate to be specified by the bidder
1	Mirchi Bhajji	4 Nos	20.00	
2	Samosa(Big)	1 No	10.00	
3	Am Bali	4 Nos	20.00	
4	Masala Wada	2 Nos	20.00	
5	Punugulu (Small)	10 Nos	20.00	
6	Pakodi	60gms	20.00	

Hot Drinks

SI No	Description of Item	Quantity	Max amount per item (In Rs.)	Rate to be specified by the bidder
1	Tea	150ml	10.00	
2	Filter Coffee	150 ml	10.00	
3	Milk	150 ml	12.00	

Soft Drinks

SI No	Description of Item	Quantity	Max amount per item (In Rs.)	Rate to be specified by the bidder
1	All soft drinks & mineral water served on MRP rates only		MRP	MRP

Sweets

SI No	Description of Item	Quantity	Max amount per item {In Rs.}	Rate to be specified by the bidder
1	Boondi Laddu	lNo	15.00	
2	Rava Kesari	lNo	15.00	
3	Mysore Paak	lNo	15.00	
4	Baadusha	lNo	15.00	
5	Any other sweet(s) may be specified	lNo	15.00	

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Annexure-I
(Proforma for self-declaration) *

To,

Asst. Commissioner of Income Tax (OSD),
O/o. CCIT, Visakhapatnam.

Sub: **Name of work : Providing Canteen Services at Pratyakshakar Bhavan,
MVP Colony, Visakhapatnam**

Ref : **Your F.No.CCIT/VSP/e-Tender/2022-23**

Date: 15.09.2022

I/We have read and examined the notice inviting tender, particulars of tender, general & additional terms and conditions, and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified in **Notice Inviting the Tender {NIT}**, in all respects with the referred to in general & additional terms and conditions, & as per the other tender documents.

I/We agree to keep the tender open for 90 (ninety) days from the due date of its opening and not to make any modifications in its terms and conditions.

I/we have submitted herewith the Demand Draft / Bank Guarantee of Earnest Money Deposit of Rs 5,000 along with technical bid.

I/We will submit the performance guarantee of 25,000.00 within the stipulated period as mentioned in the NIT in case of being selected as lowest bidder.

If I/We fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the O/o CCIT, Visakhapatnam shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely.

Further, if I/We fail to commence work as specified, I/We agree that the **O/o CCIT, Visakhapatnam** shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said bid security and/or performance guarantee absolutely. The said bid security and/or performance guarantee shall be guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained in the tender form.

Further, I/We agree that in case of forfeiture of earnest money as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work and in case of forfeiture performance guarantee I/we shall be debarred for tendering for a period of three years.

I/We hereby declare that; the information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well

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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 hereby declare that; the company has never been blacklisted from any establishment and no case is pending against this company in court of law.

I/We hereby declare that; I/we am/are totally agree with the general 8s additional terms and conditions, and other specifications mentioned in this NIT. I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/ derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Yours faithfully,

Dated. Signature of Tenderer

Note:

*This letter should be on the letter head of the tenderer and should be submitted by the Bidder with the technical bid

Annexure II

CHECKLIST OF TECHNICAL BID DOCUMENTS - (TO BE FILLED BY THE TENDERER)

SL. NO:	DOCUMENTS	PLEASE MARK “√” IF DOCUMENT SUBMITTED*
1	Tender document, downloaded from the website duly filled in and signed by the tenderer.	
2	EMD details- Drawn on (Bank), DD No., Date	
3	Self–attested photo copy of satisfactory completion certificate of similar works mentioned in this NIT in any government/ semi government or autonomous body during last three years ending September, 2022	
4	Self-attested photocopy of GST registration certificate	
5	Self-attested Photo copy of Company Registration Certificate/Trade Licence	
6	Self-attested photo copy of PAN Card	
7	Self-attested photo copy of Food License in AP & TS, issued by appropriate authority of Govt.	
8	Self-attested photo copy of Company Turnover Certificate of last 03 FY.	
9	Self-attested photo copy of IT return of last 03 FY.	
10	Self-attested photo copy of Partnership Deed (in case of Partnership firm must be submitted along with the Technical Bid documents)	
11	Letter regarding self-declaration as per Annexure I in the company's original letter head	
12	Filled in and duly signed Annexure IV – Detail of the bidder.	
13	Any other documents submitted by the Tenderer, to be mentioned here:	

*Mention “Not Applicable” if the document is irrelevant.

Annexure –III

**DEMAND DRAFT DETAIL FOR DEPOSITION OP TENDER COST, AND
PERFORMANCE GUARANTEE**

In favour of	Earnest Money Deposit (EMD) amount of Rs.5,000/- (Rupees Five Thousand only) {Refundable} demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "ZAO CBDT Visakhapatnam".
Payable at	Visakhapatnam

Annexure –IV

	Name of the Company / Agency			
	Type of Ownership	Proprietorship / Partnership / Registered firm / In – Registered firm / Body Corporate (partnership deed to be enclosed, in case of partnership firms only)		
	CONTACT DETAILS: Address: Land line no: Mobile No: Fax No: Email ID:		BANK ACCOUNT DETAILS: Account Holders' Name: Account Number: Bank: Branch: IFSC Code:	
	PANNO:		GSTIN NO:	

DETAILS OF THE BIDDER

- All fields are mandatory and the information should be given as specific.
- Bidders to ensure that:
 - i. All pages have been signed and stamped by the authorized persons.
 - ii. Pages have been numbered.
 - iii. Documents are legible (clearly readable).

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to participate in this tender.

Dated :

Name & Address of Firm Place: Authorized Signature &
Seal of the firm

Signature of the tenderer with seal