TENDER NOTICE FOR INVITING QUOTATION

Installation/laying of Floor Tiles (2ft.x2ft.) with double charged (Renowned Branded Company, Quantity approx 820 square feet) in the room no. 135 at fifth floor of Office of the Commissioner, CGST & CX, Siliguri Commissionerate, Central Revenue Building, Haren Mukherjee Road, Hakimpara, Siliguri, West Bengal- 734001 as per the terms and conditions as mentioned in Annexure- 'A'.

Reputed/Experienced agencies are requested to forward/submit their sealed quotations under two bid system to the undersigned at CGST & CX, Central Revenue Building, Haren Mukherjee Road, Hakimpara, Siliguri, West Bengal- 734001 by 11.00 hours on or before 25-01-2021. The sealed quotations will be opened on 25-01-2021 at 15.30 hours at the aforesaid office in the presence of the undersigned & other committee members and the parties or their authorized representatives who wish to be present at the time of opening of the quotations. The Commissioner of CGST & CX, Siliguri Commissionerate reserves the right to accept or reject any or all quotations without assigning any reason.

This issues with the approval of the Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri.

(C. No. As above/ 3,65)

Copy forwarded to:

(i) The Notice Board of O/o the Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri.

(ii) The Commissioner of CGST & CX, Kolkata North/Kolkata South/Bolpur/ Howrah/Haldia/Audit-I/Audit-II/Kolkata Appeal-I/Appeal-II /Durgapur Audit/CCP(WB)

The Superintendent (Computer Cell) with a request for uploading the tender notice in the Departmental website.

Rajesh Tripathi/Rajesh Tripathi
संयुक्त आयुक्त/Joint Commissioner
Dated: 3-1-2021

Copy forwarded to:

(i) The Notice Board of O/o the Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri.

(ii) The Commissioner of CGST & CX, Kolkata North/Kolkata South/Bolpur/ Howrah/Haldia/Audit-I/Audit-II/Kolkata Appeal-I/Appeal-II /Durgapur Audit/CCP(WB)

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Rajesh Tripathi/Rajesh Tripathi
संयुक्त आयुक्त/Joint Commissioner
Dated: 3-1-2021
ANNEXURE – ‘A’

Terms and Conditions

(a) The applicant firm/Bidder should be a reputed firm.

(b) Bidder should be registered with the jurisdictional GST office and any other registration required as per the existing law relating to his business and should produce self-attested copy of the registration certificates issued by the said department.

(c) The firm should have a minimum of the three years experience in the business of above mentioned items and have work experience with the Central Government Ministries/Departments, PSUs, Statutory/Autonomous Bodies etc.

(d) The owner/propritor/manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.

(e) In case the selected firm is not able to provide satisfactory service, this office may terminate the contract.

(f) The bid should be submitted in two parts Technical bid as per Annexure ‘B’ and Financial bid as per Annexure ‘C’ separately in two different sealed envelopes. These envelopes shall be super scribed ‘Technical Bid’ & ‘Financial Bid’ and put inside a bigger sealed envelop which shall be super scribed with words “Quotation for Installation/laying of tile and addressed to the Joint Commissioner, CGST & CX, C. R. Building, Haren Mukherjee Road, Hakimpura, Siliguri – 734 001.

(g) The price quoted should be inclusive of all taxes of Government/Local Authority etc. as applicable to the Government Department. No payment over the above the prices quoted in the tender shall be made by the Department in respect of any such levis brought to this notice at later date.

(h) For any kind of query or clarification bidders may approach/contact to the Joint Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri on any working day.

(i) Bid should be signed by the authorized person and his full name, Designation, contact no. Viz Telephone/Mobile No. should be indicated below his/her name.

(j) Intending contractor/bidder are advice to inspect and examine the site and its surroundings and satisfy themself before submitting their tender. No extra charge consequent upon any misunderstanding or otherwise shall be allowed.

(k) The contractor shall be fully responsible for theft, burglary, fire or any mischievous by his staff and as well as other private persons.

(l) The selected firm must examine all his products before installing/laying/fixing the same and in case this office find any paucity/discrepancy in the products, the bidder must replace those products.

(m) The authority reserves the right to accept or to reject any of the tenders/bid without assigning any reason thereof.

(n) Payment against Bill/Invoice shall be released through e-payment, only after compilation and verification of the work assigned to selected firm.

(o) The tender/quotation which shall be received incomplete and or filed after the due date shall be summarily rejected.
ANNEXURE - 'B'

TECHNICAL BID

(To be enclosed in a separate sealed envelope which shall be superscribed 'Technical Bid')

1. Name of the Organisation/Firm:
2. Name(s) of the Proprietors/Partners/Director:
3. Registered Address, Telephone (Landline/Mobile) & Fax No.:
4. Other Address of any branches with their Telephone no. & Fax:
5. Address and Contact Number of the Workshop:
6. Whether firm is registered under GST:
7. GST Registration No. (Copy to be enclosed):
8. Permanent Account Number of the firm. (Copy of PAN Card to be attached):
9. Total Engineers working under this firm:
10. Name(s) of the Public Sector/Govt. Organisatio to whom similar services have been provided by the firm (Please attached the service Certificate from govt Office/Public Sector):
11. Name of the Website, email ID etc, if available:

Signature of authorized signatory with date
Name:-
Designation:-
Name of firm:-
Address:-
Office Seal:-
FINANCIAL BID

(To be enclosed in a separate sealed envelope which shall be super scribed 'Technical Bid')

1. Name of the Tenderer:
2. Complete Address:
3. Telephone/Mobile Number:
4. Cost of construction containing details of material, labour cost, taxes, any other charges etc. All taxes & EPF/ESIC/GST etc. Detailed break up shall be enclosed.

Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rate quoted in words will prevail.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Quoted Cost (in digits)(Rs.)</th>
<th>Quoted Cost (in words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Materials (Including taxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Labour Charges (including EPF/ESIC &amp; Taxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost of project (in digits):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost of project (in words):</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Bidders are advised to inspect the site before quoting the price.

Declaration:-

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/we shall be black listed and will not be permitted to have any dealings with the department in future. It is further submitted that the areas specified in the Tender has been verified and found correct. I/we shall not raise dispute in the areas specified in case contract is awarded to me/us.

Date:

Signature of authorized signatory
Name:
Designation:
Company:
Address:
Office Seal: