E-QUOTATION DOCUMENT
FOR
SERVICES OF PHOTOCOPYING AND PRINTING OF OFFICIAL DOCUMENTS
FOR
CGST AND CENTRAL EXCISE,
KOLKATA APPEAL-I COMMISSIONERATE
GST BHAWAN
180, Shantipally, Rajdanga Main Road
Kolkata- 700 107
Phone No. (033) 2442 – 3093
E-Mail : GstApps.Kolkata1@icegate.gov.in
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Assistant Commissioner
Kolkata Appeal-I Commissionerate
GOVERNMENT OF INDIA
MINISTRY OF FINANCE: DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF CGST & CX (APPEAL-I), KOLKATA
GST BHAWAN (8TH FLOOR), 180, SHANTIPALLY, KOLKATA – 700 107

C. No. I(22)11/Photocopier/Hqrs./APP-I/KOL/2019-20/  Date:  22.01.2021.

SECTION-I

NOTICE TENDER NOTICE

NIT NO: CGST-CX/KOLKATA APPEAL-I/HQ/NIT-08/2020-21

Subject: Inviting quotations for supply of services of photocopying and printing of official documents in the office premises of The Commissioner of CGST & CX, Kolkata Appeal-I at 180, Shantipally, Rajadanga Main Road, Kolkata – 700107– reg.

The office of the Commissioner of CGST & Central Excise, Kolkata Appeal-I Comm’te invites online quotation from the reputed service providers/contractors for photocopying and printing of official documents in the office premises of the Commissioner of CGST & CX, Appeal-I at 180, Shantipally, Rajadanga Main Road, Kolkata – 700107 under following terms and conditions. The last date for submission of bids is 06.02.2021 till 18:00 hrs.

The tender is invited in two parts/folders i.e.
(1) Technical Bid and
(2) Financial Bid.

The e-tender for Technical bid as prescribed in Annexure-I to Annexure-VI and Financial bid as prescribed in BOQ Excel Sheet should be duly completed in all respects and submitted on www.eprocure.gov.in in two separate folders, addressed to the Nodal officer, Assistant Commissioner, CGST and Central Excise, Kolkata Appeal-I Comm’te, GST Bhawan, 180, Shantipally, Rajdanga Main Road, Kolkata-700 107. The Technical Bid shall be opened by the e-Tender Committee. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the e-Tender Committee. Bidders shall submit the Technical as well as Financial bids through e-tender portal only. Bids submitted in any other form viz. Couriers/Post/in person shall not be accepted in the tender. Scanned copies of all relevant documents should be attached with the bid. The list of Qualified Bidders will be duly uploaded in the eprocurement portal on the scheduled date and time.
SECTION-II

GENERAL GUIDELINES FOR E-TENDERING

Instructions/Guidelines for electronic submission of the online tenders (www.eprocure.gov.in) have been given below for assisting the bidders to participate in e-Tendering.

1. **Registration of Bidder**

Any contractor/agency/firm willing to take part in the process of e-Tendering needs to be enrolled & registered with the Government e-Procurement system through logging on to www.eprocure.gov.in. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature Certificate (DSC)**

Each bidder having valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to www.eprocure.gov.in.

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India (Viz. nCode Solution, Safes crypt, e-Mudhra, TCS, MTNL, IDRBT, etc) or as mentioned in e-tendering portal of GOI (https://eprocure.gov.in). DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

3. **Eligibility for Participation**

Registered Security agency/contractors/firms, Consortiums, Partnership or Individual firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government are eligible to participate. **Joint venture firms are not eligible to participate.**

4. **Collection of Tender Documents**

The contractor can search & download NIT & Tender Documents electronically once he logs on to the website given in clause 1 above, directly from www.eprocure.gov.in using the Digital Signature Certificate (DSC) provided. This is the only mode of collection of tender documents.

5. **Participation of work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a prospective bidder is found to have applied severally for a single job in different capacity, all his applications will be rejected for that job.
6. **Submission of Tenders**

6.1 **General Process of Submission**

Tenders are to be submitted online through the website stated in Clause1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender notice, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The agency/contractors/firms needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are to be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender. **The Last Date of Bid Submission is 06/02/2021 up to 18:00 hrs.**

6.2 **Technical Proposal**

The Technical proposal should contain scanned copies and/or declarations in the standardized formats in covers (folders):

**A-1) Technical File (Statutory Cover) Containing:**

i. Application for Tender - *(Annexure-I)* of NIT.

ii. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed.

iii. Earnest Money Deposit (EMD) - **The scanned copy of the demand draft should be uploaded in the cover 'EMD'**. It is the precondition through which bidder can take part in e-procurement procedure.

iv. Pre-Qualification Application as per prescribed format given in *Annexure-II* of NIT.

v. Detail of experience as per prescribed format given in *Annexure-III* of NIT.

vi. Letter of acceptance of **terms and conditions** of tender document in the prescribed format as given in *Annexure-IV* of NIT.

vii. **Declaration as per Affidavit, Annexure-V** of NIT.

viii. Scanned copy of credential certificate of 100% completed works of similar nature (to be submitted in “credential” folder).
ix. Tender Fee: - NIL

A-2) Technical Document (Non-Statutory Cover): -

1. Certificates: -

   a) Photo copy of income tax certificate/income tax return for the financial year 2016-17/2017-18/2018-19 and PAN/TAN/TIN of bidding firm.

   b) Details of GST registration and photocopy of registration certificate.

   c) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in Annexure-IV.

   d) Pre-qualification Application as per prescribed format given in Annexure-II.

2. Company Profile.

3. Trade License (State/ Central).

B) Balance Sheet

Audited Balance Sheet & Profit & Loss Account certified by Auditor for the financial year 2016-17/2017-18/2018-19 with auditor’s certificate regarding annual turnover from contracting business in each year, if available.

Bidders whose annual turnover is less than 1 Crore need to submit payment certificates obtained from clients and IT submission certificates for the corresponding years if audited balance sheets are unavailable.

(If the company was set up less than three years ago, audited balance sheet for the no. of years since inception is to be submitted, if available)

C) Addenda/Corrigenda: if published

Note: - Contractors shall keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum /Corrigendum may be rejected.

6.3 Financial Proposal

The rate needed to be quoted in the B.O.Q. along with the name of the agency/contractor/firm in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank. Otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.
A-2). Requisite Non-statutory cover Documents in Tabular Form

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificates</td>
<td>1. Self-attested copy of PAN.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Self-attested copy valid Trade License.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Declaration on the Letter Head regarding not ever been Blacklisted.</td>
</tr>
<tr>
<td>3.</td>
<td>Credentials</td>
<td>Copy of relevant work orders along with completion certificate in support of the detail experience as furnished in <strong>Annexure-III</strong>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Self-attested Copy of Audited Balance Sheet of 2016-17/2017-18/2018-19 certified by Chartered Accountant/Auditors, if available.</td>
</tr>
</tbody>
</table>

Note: -
Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribed format.

7. **Earnest Money Deposit (EMD):** -

*Online submission of EMD is mandatory*

The tender form should be accompanied by an earnest money of Rs. 5,000/- in the form of demand draft in favour of ‘P.A.O, CGST, Kolkata -I’ payable at Kolkata. The scanned copy of the demand draft should be uploaded in the cover ‘EMD’. The earnest money in respect of unsuccessful tenderers will be returned after the selection process is over. No interest shall be paid by this office on the earnest money/security deposit.

8. **Bid opening**

The office of the Commissioner of CGST & CX, Kolkata Appeal-I Commissionerate shall open bids in presence of the bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

9. **Evaluation**

Bidders who have submitted the valid security, i.e., EMD as per requirement shall be considered for further evaluation. Absence of bid security may lead to summarily rejection of the bid.
Technical Evaluation The Bid Evaluator of CGST & CX, Kolkata Appeal-I Commissionerate will evaluate if the bidder comply with all the eligibility conditions as provided in the tender document. If the bidder ensures compliance to all eligibility conditions and furnish all documentary proofs of the same as considered necessary, they would be considered for participation in the financial bid.

Financial bids shall be opened for those bidders only whose technical bids are found eligible.

10. Penalty for suppression / distortion of facts

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of ‘Nodal officer’ of CGST & CX, Kolkata Appeal-I Commissionerate within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotations on e-Quotation platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. The ‘Nodal officer’ of CGST & CX, Kolkata Appeal-I Commissionerate may take appropriate legal action against such defaulting bidder.

The ‘Nodal officer’ of CGST & CX, Kolkata Appeal-I Commissionerate, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the said ‘Nodal officer’s action.

11. Award of contract

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all necessary documents e.g. NIT, all addenda/corrigenda, special terms & conditions, specification of work, different filled-up forms and in the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

12. Signing of contract

Signing of Agreement shall constitute the award of hiring contract on the bidder.

13. Annulment of Award

Failure of successful bidder to comply with requirement regarding signing of Agreement shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which the ‘Nodal’ officer may make
the award to any other bidder at the discretion of the GST Bhawan, Kolkata or call for new bids.

14. **Period of validity of bids**

The bids shall remain valid for a period of 90 days from the date of opening of the bids. A bid valid for a shorter period shall be rejected by the ‘Nodal’ officer as non-responsive.

15. **Scope of Work:**

The broad details of work to be covered under the scope of Work is photocopying and printing of official documents in the office of the CGST & CX, Kolkata Appeal-I Comm’te

[Signature]

Assistant Commissioner
CGST & CX
Kolkata Appeal-I Commissionerate
SECTION-III

MINIMUM ELIGIBILITY CRITERIA

a) Registered contractors/firms, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government are eligible to participate. Joint venture firms are not eligible to participate.

b) The Bidder should not have ever been blacklisted by any State/Central Govt. Department/PSU/Agency in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration is to be furnished on the letter head of the bidder.

c) It is desirable that Bidder should have experience during the last three financial years of providing service to any government/reputed private organization in West Bengal (Detail of experience as per prescribed format given in Annexure-III.

d) Earnest Money Deposit (EMD): Demand draft scanned copy (online EMD deposit will be accepted, no other mode of payment will be entertained).

e) Intending bidder should produce Photo copy of income tax certificate/income tax return for the 2016-17/2017-18/2018-19 financial year and PAN/TAN/TIN of bidding firm. Details of service tax registration and photocopy of registration certificate.

f) Intending bidder should produce Certificate of registration for GST, if any.

g) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in Annexure-IV.

h) Pre-qualification Application as per prescribed format given in Annexure-II.

Note: Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the check list as appended in Annexure-V to ensure that all the requirements are complied with before submitting the bids.
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<th>Sl.No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
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<tbody>
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<td>Date of uploading of NIT Documents (online)</td>
<td>22/01/2021</td>
</tr>
<tr>
<td>02</td>
<td>Documents download start date (Online)</td>
<td>22/01/2021</td>
</tr>
<tr>
<td>03</td>
<td>Bid submission start date (online)</td>
<td>22/01/2021</td>
</tr>
<tr>
<td>04</td>
<td>Bid submission closing (online) &amp; Demand Draft submission hard copy (offline)</td>
<td>06/02/2021 (Till 1800 Hrs)</td>
</tr>
<tr>
<td>05</td>
<td>Bid opening date for Technical Proposal (Online)</td>
<td>09/02/2021</td>
</tr>
<tr>
<td>06</td>
<td>Date of uploading list of Technically qualified bidders (online)</td>
<td>11/02/2021</td>
</tr>
<tr>
<td>07</td>
<td>Date for opening Financial proposal (Online)</td>
<td>To be notified accordingly (15/02/2021 tentatively)</td>
</tr>
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SECTION V

TERMS AND CONDITIONS

1. The tender form should be accompanied by an earnest money of Rs. 5,000/- in the form of demand draft in favor of 'Pay and Accounts Officer, CGST, Kolkata-I Commissionerate' payable at Kolkata. The scanned copy of Demand Draft should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful tenderers will be returned after the selection process is over. No interest shall be paid by this Office on the earnest money/security deposit.

2. All prevalent taxes as applicable in respect of the contract to be entered into shall have to be borne by the Service Provider.

3. At any point of time the authority can terminate the agency or company without any further notice.

4. The Department or the authority can make change in the T&C in future if authority wants.

1. TECHNICAL REQUIREMENTS FOR THE BIDDER

   a. The bidder should be registered with appropriate registering authority.

   b. The Supplier should possess a valid license from the respective Government Agency.

   c. The agency will have to comply with all legal provisions relevant for this purpose.

2. OTHER TERMS & CONDITIONS

   GENERAL

   (i) The contract is likely to commence w.e.f. the date of execution of the agreement and shall continue for a period of 1(one) year from the date of execution of agreement unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality, breach of contract, reduction or cessation of the requirements of work.

   (ii) The contract maybe extended further by the mutual consent of contracting agency and this office subject to approval of the competent authority.

   (iii) This office reserves its right to terminate the contract during the contract period after giving one month notice to the contracting agency in case of any deficiency in service.
(iv) The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.

(v) The successful bidder will be bound by the details furnished by him / her while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false / misleading at any stage, it would be deemed to be a breach of contract making him / her liable for cancellation.

(vi) The successful bidder shall ensure and conforms to the technical specifications, qualification and experience prescribed in the bid document.

(vii) The service provider shall ensure that any details of office, operational process, confidential information, security arrangements, and administrative / organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.

(viii) No price details shall be given in the Technical Bid. Violation may result in invalidation of tender.

(ix) All Financial Bids must contain “full details of the price & commercial conditions, terms, terms of payment”, etc. All prices and other information in this regard having a bearing of price shall be written both in figures and words in prescribed format.

(x) Per copy rate inclusive of all taxes should be quoted.

(xi) The tender form should be accompanied by an earnest money of Rs. 5,000/- in the form of demand draft in favor of 'P.A.O, CGST & CX, Kolkata-I' payable at Kolkata. The scanned copy of the demand draft should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful tenderers will be returned after the selection process is over. No interest shall be paid by this office on the earnest money/security deposit.

(xii) All pages and enclosures/attachments/documents should be numbered and signed by the Director/Partner or Authorized signatory along with official company seal.

(xiii) The service provider should have minimum 2 (two) years of experience in the field of photocopying/ Printing work.

(xiv) The Photocopying cum printing machine should be with latest features and to be kept in proper running condition throughout the contract tenure.

(xv) Office of the Commissioner of CGST & CX, Appeal-I Commissionerate, GST Bhawan, 180, Shantipally, Kolkata – 700107 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.
(xvi) The photocopying or printing will be done in this office premises. Documents are not allowed to be taken outside in any condition.

(xvii) The quality of paper used for photocopying or printing should be JK-RED and/or BILTCOPY POWER Brand of 75 GSM for photocopying / Printing of standard sizes (A-4 and legal size papers).

(xviii) The quality of photocopies or prints should be neat & legible.

(xix) The office of the Commissioner of CGST & CX, Appeal-I Commissionerate, GST Bhawan, 180, Shantipally, Kolkata – 700107 will provide space only. All preventive and corrective maintenance of the machines inclusive of supply of spares and all the consumables like paper, toner, ink etc., excluding electricity shall be the responsibility of the Service Provider.

(xx) One trained machine operator per machine should be provided by the Service Provider and replacement in absence of regular person shall be provided immediately.

(xxi) The work of photocopying or printing would be exclusively for office of the Commissioner of CGST & CX, Appeal-I Commissionerate, GST Bhawan, 180, Shantipally, Kolkata – 700107 and no outside work would be undertaken.

(xxii) The machine will be remained operational on five days in a week and the timings will be normal office working hours.

(xxiii) If machines are found to be non-functioning for more than one day due to any reasons, penalty @ Rs. 500/- per day will be charged and recovered for the Bill.

(xxiv) The Service Provider will raise the bill on monthly basis and submit the same in this office by 5th of the following month.

(xxv) The Contract is liable to be terminated by the departmental by giving one week's notice without assigning any reasons.

(xxvi) Any matter during the period of this contract, which has not been specifically covered by this Tender contract, shall be decided by the Commissioner of CGST & CX, Appeal-I Commissionerate, GST Bhawan, 180, Shantipally, Kolkata – 700107 whose decision shall be final and conclusive.

(xxvii) In case of any damages (Technical/Physical) due to any reasons arising therefrom shall be met by the service provider of that machine and not by the department.

(xxviii) In case of any dispute of any kind in any respect whatsoever, the decision of the Commissioner of CGST & CX, Appeal-I Commissionerate, GST Bhawan, 180, Shantipally, Kolkata – 700107 in all matters pertaining to this tender shall be final and binding on all concerned.
The successful bidder shall be solely responsible for any damages, losses, claims, financial or other injury to any person deployed in the course of their performing the functions/duties, or for payment towards any compensation. The CGST and Central Excise Department shall not be liable for payment of any compensation or damages.

Tenders received after the prescribed time limit will not be entertained under any circumstances.

The Last Date for receipt of Tender is 06.02.2021 till 18:00 hrs.

The Commissioner of CGST and Central Excise, Kolkata Appeal-I Commissionerate reserves the right to accept / reject any or all quotations received without assigning any reason thereof.

For any clarification, site inspection etc, bidders may contact the Superintendent (Admin.), CGST and Central Excise, Kolkata Appeal-I Commissionerate, 8th Floor, Room No. 806, GST Bhawan, 180 Shantipally, Rajdanga Main Road, Kolkata-700107 on any working day between 11.30 am to 4.00 pm.

The successful bidder shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.

In case, the successful bidder fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.

FINANCIAL

I. The agency shall raise the bill, in quadruplicate, verified by the Superintendent (H.Qrs Admin.), CGST and Central Excise, Kolkata Appeal-I Commissionerate in respect of no. of photocopies printed and submits the same to Assistant Commissioner of CGST and Central Excise, Kolkata Appeal-I Commissionerate in the first week of the succeeding month.

II. The Commissioner, CGST and Central Excise, Kolkata Appeal-I Commissionerate reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.

(Achinta Kumar Biswas)
[Nodal Officer, e-procurement]
Assistant Commissioner, CGST & CX,
Kolkata Appeal-I Commissionerate
C. No. I(22)11/Photocopier/Hqrs./APP-I/KOL/2019-20/ 

Copy to:-

1. Shri Kaushik Banerjee, Superintendent (Bid Evaluator), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.

2. Shri Subhabrata Bhadra, Superintendent (Tender Opener), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.

3. Mr. Shahanshah Mirza, Superintendent (Tender Opener), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.

4. Shri Shiladitya Maitra, Superintendent (Tender Creator & Tender Publisher), CGST & CX, Kolkata Appeal-I Commissionerate for information with request to upload the same on the cbic website.

5. Shri Monoj Banerjee, Inspector (Assistant to Bid Evaluator), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.

6. Shri Sunil Toppo, Inspector (Assistant to Tender Creator), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.


(Achinta Kumar Biswas)  
[Nodal Officer, e-procurement] 
Assistant Commissioner, CGST & CX, 
Kolkata Appeal-I Commissionerate
SECTION VI
Annexure- I

TECHNICAL BID
(To be enclosed in a separate sealed envelope)

For photocopying and printing of official documents in the CGST & CX, Kolkata Appeal-1 Commissionerate

<table>
<thead>
<tr>
<th></th>
<th>Name of Organization/Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Name(s) of Proprietors/Partners /Directors</td>
</tr>
<tr>
<td>3</td>
<td>Registered Address</td>
</tr>
<tr>
<td>4</td>
<td>Telephone No.</td>
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<td></td>
<td>Fax No.</td>
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<td></td>
<td>Mobile No.</td>
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<tr>
<td></td>
<td>Email id:(if any)</td>
</tr>
<tr>
<td>5</td>
<td>GST Registration No. of the Firm (copy to be enclosed)</td>
</tr>
<tr>
<td>6</td>
<td>Permanent Account No. of the firm(PAN) (copy to be enclosed)</td>
</tr>
<tr>
<td>7</td>
<td>Name(s) of Govt. Department/PSU /Banks to whom similar services have been provided by the firm during the last three years.</td>
</tr>
</tbody>
</table>

Date & Place:
Seal:

Signature of Authorized Person
Name:

Assistant Commissioner
Sri. Jt. Pras. Dr. Murlidhar/CGST & CX
Kolkata Appeal-1 Commissionerate

22/01/2021
Annexure-II
PRE-QUALIFICATION APPLICATION

To
The Assistant Commissioner
(Nodal Officer for e-procurement),
CGST & CX,
Kolkata Appeal-I Commissionerate,
180, Shantipally, Rajdanga Main Road,
Kolkata-700107.

Ref: - Quotation for .......................................................................................................

............. (Name of work) in response to N.I.T. No: ..........................................

Dear Sir,

Having examined the detailed e-tender notice no. __________________________
dt. ______________________, I /we hereby submit all the necessary information and
relevant documents for evaluation.

The application is made by me / us on behalf of
........................................................................................................ in the
capacity ................................................................. duly authorized to submit the
tender.

The necessary evidence admissible by law in respect of authority assigned
to us on behalf of the bidding agency for Application and for completion of the
contract documents is attached herewith.

The information/documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am I are well
aware of the fact that furnishing of any false information I fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

We understand that:

1. The ‘Nodal’ Officer, CGST & CX, Kolkata Appeal-I Commissionerate can
   amend the scope & value of the contract bid under this project.

2. The ‘Nodal’ Officer, CGST & CX, Kolkata Appeal-I Commissionerate reserves
   the right to reject any application without assigning any reason.

Signature of applicant including title and
Capacity in which application is made
Annexure-III
EXPERIENCE CERTIFICATION

Ref: Quotation for .......................................................... (Name of work) in response to NIT No. ..........................................................

Last 3 years of experience of providing Service to any Government /PSU/reputed Private Organization in West Bengal

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Year of work</th>
<th>Description of work undertaken</th>
<th>Name and address of the Agency that awarded the contract</th>
<th>Value of the work</th>
<th>Date of work order</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
</tr>
</tbody>
</table>

This is to certify that the information contained in table above is true and correct.

Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant:

Signature of the Applicant:

Date:

Seal of the Applicant:
Annexure-IV

LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY

File No.          Date

To
The Assistant Commissioner
(Nodal Officer for e-procurement),
CGST & CX,
Kolkata Appeal-I Commissionerate,
180, Shantipally, Rajdanga Main Road,
Kolkata-700107.

Ref: Quotation for .................................................................
    (Name of work) in response to NIT No........................................

Sir/Madam,

Having read and understood the conditions of contract and services to be provided we, undersigned, offer to provide photocopying and printing of official documents in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year from the date fixed from opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Date:

Place:

(Signature of bidder with address & Seal)
Annexure-V

AFFIDAVIT

(To be furnished in Non – Judicial Stamp paper
of Rs.100/- duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm M/S nor any of constituent partner had been debarred to participate in quotation by Govt. of WB/PSU/Statutory/local Bodies during the last 5 (five) years prior to the date of this NIT.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the 'Nodal' officer of CGST & CX, Kolkata-Appeal-I Commissionerate to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the 'Nodal' officer of CGST & CX, Kolkata-Appeal-I Commissionerate.

5. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.

6. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm in this circles

Signed by an authorized officer of the firm

Designation of the officer

Name of the firm with seal

22/01/2021

Assistant Commissioner
CGST & CX
Kolkata Appeal-I Commissionerate
Annexure- VI

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

Kindly ensure the enclosure of all the documents listed below without which technical bid will not be eligible to be considered for the financial bid.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Items</th>
<th>Confirm (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Earnest Money Deposit(EMD)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Self-attested copy of PAN</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Self-attested copy valid Trade License</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Self-attested copy of Valid GST Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Declaration on the Letter Head regarding not ever been Blacklisted.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of relevant work orders along with completion certificate in support of the detail experience as furnished in Annexure-III.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Self-Attested Copy of Audited Balance Sheet of Financial Year 2016-17/2017-18/2018-19 certified by Chartered Accountant, if available.</td>
<td></td>
</tr>
</tbody>
</table>

Date: 
Signature: 
Place: 
Full Name: 

Company’s Seal:

[Signature]
22/01/2021

Assistant Commissioner
Kolkata Appeal-I Commissionarate
Annexure - VII

FINANCIAL BID
(To be enclosed as prescribed in BOQ Excel Sheet in a separate sealed envelope)

1. Name of the bidder Company / Firm / Agency:
2. Address (with Telephone & Fax No.):
3. Rate quote:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars (scope of work)</th>
<th>Per copy rate inclusive of all taxes (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Photocopying and printing of official documents in the office of the CGST &amp; CX, Kolkata Appeal-I Comm’té</td>
<td></td>
</tr>
</tbody>
</table>

Declaration

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that if any deviation is found in above statement at any stage, I/We shall be blacklisted and will not have any dealing with department in future. I/ we, am/are well 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.

Signature of Authorized Person

Date : 
Place : 
Name: 
Designation: 
Seal: 

[Signature]

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