
	<p style="text-align: center;">भारत सरकार/ GOVERNMENT OF INDIA सीमा शुल्क प्रधान आयुक्त का कार्यालय (विमानपत्तन व हवाई माल परिसर) OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (AIRPORT & ACC) सीमा शुल्क सदन, 15/1 स्ट्रैंड रोड, कोलकाता- 700001 (प. बं.) CUSTOM HOUSE, 15/1 STRAND ROAD, KOLKATA- 700001 (WB) Tel: 033-2243 5372 Fax No.: 033- 2210 5102 Email Id:kolcusairport@gov.in</p>	
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**NOTICE INVITING TENDER FOR SUPPLY OF JARS (20 LTRS.) MINERAL WATER
ALONG WITH WATER DISPENSER TO DIFFERENT UNITS IN CUSTOM HOUSE,
15/1, STRAND ROAD, KOLKATA.**

E-quotations are invited in two bid systems in the prescribed proforma from reputed professionally competent, financially sound and interested parties for the supply of Jars (20Ltrs) mineral water for the period of **One Year from work order date** to different units mentioned at Annexure I.

The Technical Quotation (Annexure-II) and Financial Quotation are to be submitted separately through Central Public Procurement Portal (CPPP) website i.e. www.eprocure.gov.in. in a period of 15 days (within 1800 Hrs.) from the date of publication of this notice.

The Tenders received after the last date and time and not complying with the laid down procedure will summarily be rejected.

The Commissioner of Customs (A&A), Kolkata, invites online quotations on behalf of the President of India from reputed Service Providers for providing water to the **different Units under noted below** in Custom House, Kolkata for the period of One year from **Work Order** date. Approximate requirement will be around 60 Jars (20 ltrs. Capacity)

ANNEXURE I**Name of the Building:****A. 15/1, Strand Rd, Fairley Place, BBD Bagh, Kolkata, West Bengal 700001.,**

Sl. No	Name of the Units	38	MTO
01.	Appraising Main	39	PRO(Port)
02	Internal Audit Department	40	Sevottam
03.	Statistical Deptt.	41	Custom House Help Desk
04	Preventive Hall	42	Currency Shed
05	MCD	43	Appraising Sale Shed
06.	Appeal Unit	44	Prev. Sale Shed
07.	Import Bond	45	Driver Room
08	Establishment	46	Co ordination unit
09	Correspondence Deptt.	47	Review Cell (AP)
10	Chemical	48	Review Cell (Port)
11	Vigilance	49	CA to SPS
12.	Record	50	Budget Section
13.	PA to Commissioner (Appeal)	51	Appraising General Unit
14.	Sr. PS to Chief Commissioner	52	Appraising Group 1
15.	PS to Chief Commissioner(port)	53	Appraising Group 11
16	PS to Chief Commissioner(Airport)	54	Appraising Group 111
17	STRC Airport	55	Appraising Group 1V
18	Computer Cell	56	Appraising Group V
19	CBS	57	Appraising Group V1
20	CCU	58	Appraising Group V11
21	SIU	59	STRC (PORT)
22	AIU(Legal)	60	Tribunal Cell

23	Prev. legal	61	Special Disposal Cell (Port)
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24	Accounts Hall	62	RTI Cell
25	Export Department	63	PCA/OSPCA
26	Drawback Hall including BRC Section	64	Appraising Legal
27	Hindi cell	65	Adjudication Cell
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28	Import Noting	66	SIB(Room 1 to 4)
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29	EDI Custom House	67	EOMC
30	Cash	68	Group VI Arrear Cell
31	Custom House Bond Management	69	EPCG
32	Custom house Nepal Data Entry	70	ARS
.			
33	EGM	71	Special Valuation Branch
34	Cpfeposa(AP)	72	SCH Unit
.			
35	Board Room Meeting	73	DEPB Lic. Verification
.			
36	ACC, NSCBI AP Meeting	74	Nepal Bhutan Unit.C.H
37	Control Room	75	Guest House
.			
76.	Chief Commr, Commr(Port, Airport,Appeal) All Ac/Dc/Class 1 Officers		

B. CRCL Unit, 2nd Floor, 1 Council House Street, Kolkata-700001

C. PAD Unit, Foreign Post Office, 12, Kiran Shankar Ray Road, BBD Bagh, Kolkata, West Bengal 700001

I. TENDER PROCESS

1. Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The tender form for Technical bid, in proforma, prescribed in Annexure- II and the tender form for the financial bid in proforma prescribed in Annexure-III, complete in all respects, shall be submitted. The service providers will be short listed on the basis of their technical competency after opening of Technical bids and only after ascertaining their technical competency and fulfillment of the same the financial bids would be opened. Incomplete bid documents shall be summarily rejected.
2. The bidder 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 therein and submit the same along with the bid. The tender shall fill up the information in the Annexure II & III enclosed at the end of this document, in clear and legible terms and have to be signed by the

bidder. Wherever required the price quoted shall be written in figures and words as well. Where there is any difference between rates quoted in number and words, the rates quoted in words shall prevail. No overwriting/corrections in rates will be entertained.

3. Bidder, who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and bidder is liable to be banned.
4. The short-listed tender along with the documents will be submitted to the '**competent authority**' and upon approval from the '**competent authority**' the successful bidders will be intimated about the award of contract to them.

II. PAYMENT

1. **PERFORMANCE GUARANTEE:** The Successful bidder has to submit an amount equal 3% of Contract / Bidding amount as performance guarantee which is to be deposited in the form of Bank Guarantee(B.G) from a Nationalized Bank / Account Payee Demand Draft of a scheduled Bank drawn in favour of "RBI A/C COMMISSIONER OF CUSTOMS, KOLKATA" before awarding the contract.
2. Mode of payment to the Party will be on monthly basis on receipt of bills for the previous month duly certified by the Officer concerned of the Department and payments shall be made through electronic transfer NEFT/RTGS to the designated account only. Income Tax shall be deducted at source as per the prevailing rate from the monthly bills.

III. GENERAL

1. The Party should provide Drinking water in all working days.
2. The working hours for the Water Suppliers will be from 08.00 AM to 04.00 PM.
3. The Party shall indemnify and shall keep the department indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any demurrage or compensation to such person or to third party. All damages caused by the

personnel shall be charged to the Service provider and be recovered from its dues/bills.

4. The Contract will be in force for the period of One year. The Commissioner of Customs (A&A) reserves the right to terminate the contract at any point of time, in case the services are found to be deficient / unsatisfactory, without any advance notice to the service provider. This office also reserves the right to extend the duration of the contract, for any further period subject to satisfactory performance and on mutually agreed terms and conditions.
5. No other person except Service provider's authorized representative shall be allowed to enter the Office premises. The Service provider will provide signed Identity Cards to the personals engaged by him for the purpose.
6. In case any employee of the Service provider is found responsible for any theft, loss or damage to the office furniture, fitting, fixture and property of the office or the officers, the Service provider shall be held liable to compensate for the act.

TERMS AND CONDITIONS

1. Service provider shall engage experienced worker having elementary knowledge of such work. Service provider must upload a copy of registered office address proof at the city of consignee or adjacent district for smooth supply of drinking water.
2. In case the firm is already providing Mineral Water Jar (20Ltrs) as well as water Dispenser to any other Ministry or Department of Central Government details thereof may also be furnished along with the quotations and the rate quoted remains valid for the period of one year from the date of award of contract.
3. The Owner of the said firm should be available on his/her telephone as and when required (Office as well as residents) and also on mobile number given by him.
4. In case of deficiency of service or quality of water the department holds the right to cancel the contract and forfeit the performance guarantee, compensation if any in case of loss of health of employees on account of water borne diseases due to intake of water supplied by the contractor will be the responsibility of supplier.
5. The Firm is required to supply water of reputed brands as per specification mentioned in this NIT. Service provider must ensure that unnecessary wastage of water does not occur at any time.
6. The rate quoted to the tender bid shall be all inclusive and final.

7. The department at any time can terminate the contract without assigning any reason if the work is found unsatisfactory. The department reserves the right to accept or reject all or any of the quotation without assigning any reasons.

Technical Evaluation Criteria

1. The vendor should upload a copy of registered office address proof in the city of consignee (i.e. Kolkata) or adjacent district for smooth supply of packaged drinking water.
2. The vendor should upload copy of
 - a) Valid PAN,
 - b) Valid GST Registration Number,
 - c) last 3 year Balance Sheet,
 - d) P&L Statement and
 - e) ITR ending FY 2020-2021.
3. The vendor should upload copy of work experience for supply of packaged drinking water in any Government Offices. The copy of experience certificate/work order date should not be older than 2018.
4. The vendor should upload bid authorization from OEM from any of the brand of packaged drinking water having valid BIS certificate
5. Signed copy of NIT and duly filled annexure II-V of this NIT should be uploaded.

Remark: All the above documents are mandatory for being considered for qualifying in the Technical Bid. In case of any non-submission, the bid will be liable to the rejected

ANNEXURE II
TECHNICAL BID

1	Name of the Service Provider	
2	Address	
3	Mobile No.	
4	E-mail id	
5	Name & Address of the Authorized Representative with mobile no.	
6	Whether terms and conditions of the Tender is acceptable or not?	
7 A	Brand to be supplied:	
7 B	Details of experience in providing Jars(20Ltrs) Brandad mineral water to any reputed organizations/office (enclose proof such as Performance report from clients or TDS copies) (Refer Clause II(i) (1) under Eligibility Criteria..	
8	Permanent Account No.	
9	GST Registration No.	
10	Godown address	
11	Whether the party is black listed by any Government Department or any Criminal case is registered against the party or its owner/partners anywhere in India.	

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 will be blacklisted and will not have any dealing with the Department in future.

Signature of the bidder with date

Annexure – III**UNDERTAKING BY THE
BIDDER**

1. I/We undertake that my/our firm/Company M/s

.....not been blacklisted by any Govt. Department/Public sector Undertaking/Autonomous Body.

2.

I/We.....Son/Daughter/
Wife of Shri.....
Proprietor/ Partner /Director/ Authorized signatory of M/s.
.....

.....am competent to sign this declaration and execute this tender document.

3. I/We undertake to strictly follow the Terms and Conditions of the Tender Bid and also undertake to supply the original brand as declared in financial /technical bid at the rate mentioned in the said bid.
4. The information / documents furnished along with the above application are true and correct to the best of my knowledge and belief. 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.
5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/company shall be blacklisted and shall not have any dealing with the Department in future.

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be

blacklisted and will not have any dealing with the Department in future.

Signature of Authorized person

Date:

Full name:

Place:

Seal:

Annexure - IV

TENDER ACCEPTANCE LETTER

(To be given on Company letter Head)

To,
The Pr. Commissioner of Customs (A&A),
Custom House,
15/1, Strand Road, Kolkata-700001

Subject: Acceptance of Terms & Conditions of Tender.
Tender Reference No:

Name of Tender/Work:-

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.....
.....

Dear Sir,

1. I/We have download/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No..... to (Including all documents like annexure(s), schedule(s), etc.), which from part of the contract agreement and I/we shall abide hereby by the terms/conditions /clauses contained therein.

3. The corrigendum(s) issued from time to time by your firm/company/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our firm/company/organization has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our firm/company/ organization is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your firm/company/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official
Seal)

