

1/825278/2022



GOVERNMENT OF INDIA
MINISTRY OF FINANCE : DEPARTMENT OF REVENUE
OFFICE OF COMMISSIONER OF CGST & CX
KOLKATA APPEAL – I COMMISSIONERATE
GST BHAWAN, 180, SHANTIPALLY, RAJDANGA MAIN ROAD KOLKATA – 700 107
Tel. No. 033-2442 3039, Fax No. 033-2442 3039

TENDER NOTICE NO :: 01/2022

Dated :: 04. 07. 2022
07

Tenders are invited as per the terms and conditions mentioned in Annexure-A for supply and maintenance of **200 (Two Hundred)** live indoor potted plants under SWACHHATA ACTION PLAN, 2022. Bidders are requested to go through the Annexure-A (General terms and conditions), Annexure-B (Technical Bid) and Annexure-C (Financial Bid) enclosed with this tender notice.

Reputed/Experienced agencies are requested to submit/drop their sealed quotations at tender box situated on the 8th Floor of GST Bhawan, 180, Rajdanga Main Road, Kolkata-700107 addressed to the undersigned under two bid system on or before **18. 07. 2022**.

The sealed quotations will be opened on **19. 07. 2022 at 1600** Hours at the aforesaid office in presence of the undersigned and other officers and the parties or their authorized representatives who wish to be present at the time of opening of the quotations. The office reserves the right to accept or reject any or all quotations without assigning any reason.

Signed by Ravindra Lal
Jaiswal
Date: 07-07-2022 13:34:25
Reason: Approved
Assistant Commissioner
Kolkata, Appeal-I Comm'te.

GAPPL/1/(22)/SAP/1/2021-ADMN/ 1404 to 1,18

Dated :: 04. 07. 2022
07

Copy to :

1. The Pr. Commissioner/Commissioner, Central Tax(CGST & CX), Kolkata North / Kolkata South / Haldia / Howrah / Appeal-II / Bolpur / Siliguri / Audit-I / Audit-II / Durgapur Audit / CC(P) Comm'te.
2. Superintendent(Systems), Appeal-I with a request to upload on CBIC website.
3. Sr.Translator Office,Hindi Cell
4. Notice Board, CGST & CX, Kolkata Appeal-I Comm'te, Kolkata.

7/7/2022
Superintendent (Admin)
Kolkata, Appeal-I Comm'te.

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Annexure-A
General Terms and Conditions

- (a) The applicant firm/bidder should be a registered firm.
- (b) The bidder has to complete the whole work within **15 (Fifteen) days** from the date of awarding of the contract, failing which this office will have the right to cancel the contract.
- (c) The firm should have work experience of doing business with the other offices.
- (d) The owner/proprietor/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 required.
- (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 envelope which shall be super scribed with words "Works under Swachhata Action Plan – 2022 - Supply and maintenance of live indoor plants".
- (g) The bidder should ensure that all the plants are watered daily and dead leaves should be removed periodically. The pots should be replaced with another one in case any plant wither away.
- (h) The price quoted should be lump sum and inclusive of all taxes of government/Local Authority etc. as applicable to the Government Department. No payment over the above quoted prices in the tender shall be made by the Department in respect of any such levies brought to this notice at later date.
- (i) For any kind of query or clarification bidders may approach/contact the Superintendent (Admin), CGST & CX, Kolkata Appeal-I Commissionerate on any working day during office hours.
- (k) Bid should be signed by the authorized person and his full name, designation, contact no. viz telephone/mobile number should be indicated below his/her name.
- (j) Intending bidder shall be fully responsible for any theft, burglary, fire or any mischievous activities by them or by their staff and as well as by any other private persons.
- (k) The selected firm must examine all the pots and plants before installing the same and in case this office finds any defect, the bidder must replace those pots at the earliest.
- (l) The authority reserves the right to accept or to reject any of the tenders/bid without assigning any reason thereof.
- (m) Payment against Bill/Invoice shall be released through e-payment, only after compilation and verification of the work assigned to selected firm.
- (n) The tender/quotation which shall be received incomplete and or filed after the due date shall be summarily rejected.

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

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ANNEXURE-B
TECHNICAL BID

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

1. Name of the Organisation/firm:
2. Name(s) of the Proprietors/partners/Directors:
3. Registered Address, Telephone (Landline/Mobile) No.
4. Other Address of any branches with their telephone no.
5. Whether firm is registered under GST
6. If Yes, GST Registered No.(Copy to be enclosed)
7. Permanent Account Number of the Firm (Copy of PAN Card to be attached):
8. Copy of Certificate of Enlistment (Trade licence):
10. Name(s) of the offices where pots have been installed:

Signature of authorized signatory with date

Name-

Designation-

Name of firm-

Address-

Office Seal-

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ANNEXURE-C**FINANCIAL BID**

(To be enclosed in as separate sealed envelope which shall be super scribed 'financial bill')

1. Name of the Bidder:
2. Complete Address of Bidder:
3. Telephone/Mobile Number:
4. 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.

Sl.No.	Description	Quoted Cost(in figures)	Quoted Cost(in words)
1	Total Cost of the Project for provid ng 200 potted indoor plants		

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.

Date:

Signature of authorized signatory with date

Name:

Designation:

Name of the firm:

Address:

Office Seal: