



भारतसरकार

GOVERNMENT OF INDIA

आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

केन्द्रीय वस्तु एवं सेवा कर, कोलकाता दक्षिण आयुक्तालय
KOLKATA SOUTH CGST & CX COMMISSIONERATE

वस्तु एवं सेवा कर भवन, तीसरा तल, 180, शांतिपल्ली, आर. बी. कनेक्टर, कोलकाता - 700 107

GST Bhawan (3RD Floor), 180 Shanti Pally, R. B. Connector, Kolkata - 700 107

Phone No. 033-2441-6839/6896: Fax No. 033- 2442-9976

C. No. V(30)11/Kol(S)/GST/SYS/Website/2017/8231-35

Dated : /07/2022

TENDER NOTICE NO. 01/Hq. System/Kol South/2022-23

22 JUL 2022

Sub: Notice for inviting of Tender for development, upgrading and/or updating of Website of cgstkolkata.gov.in for Kolkata CGST & CX Zone.

Tenders are invited from the service providers through website www.cbic.gov.in for development, upgrading and/or updating of Website of cgstkolkata.gov.in for Kolkata CGST & CX. Zone. The contract shall be awarded for period of one year.

2. The complete tender documents containing general terms & conditions, pre-qualification requirements etc. are available on www.cbic.gov.in.

Tender Critical Data Sheet

Tender Publishing date & time	25/07/2022 at 15.30 hrs.
Bid submission start date & time	25/07/2022 at 16.00 hrs.
Bid submission closing date & time	10/08/2022 at 16.00 hrs.
Tender opening date & time	11/08/2022 at 13.00 hrs.

3. Interested bidders / Service Providers / reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents on or before bid submission closing date & time.

Encl: As above.

RLK
22/7/22

Ravindra Kumar Tiwari रवीन्द्र कुमार तिवारी
Additional Commissioner अपर आयुक्त
CGST & CX Kolkata South Commissionerate
सीजीएसटी और सीएक्स कोलकाता दक्षिण आयुक्तालय

Copy forwarded to :

- 1) The Addl./Jt. Commissioner, CGST & CX, Kolkata North/Appeal-I/Audit-I/CCO for information please.
- 2) Notice Board.

Notice inviting Tender for development, upgrading and/or updating of Website of cgstkolkata.gov.in for Kolkata CGST & CX Zone.

1. Office of the Pr. Commissioner of CGST & CX, Kolkata South Commissionerate, invites a Tender (sealed quotations) under Two Bid Systems from reputed agencies for upgrading and/or updating of development, upgrading and/or updating of Website of cgstkolkata.gov.in for Kolkata CGST & CX Zone for the period of one year from the date of agreement.
2. Sealed quotations shall be submitted by the bidders to the Office of the Commissioner of CGST & CX, Kolkata South Commissionerate, 4th (Room No. 404) Floor, GST Bhawan, 180, Shantipally, Rajdanga Main Road, R.B. Connector, Kolkata – 700107 as per the terms and conditions provided in the Annexure –I, II, A, B for submitting the bids.
3. Intending bidders are advised to visit the website www.cbic.gov.in regularly till closing date of submission of tender for any corrigendum / addendum / amendment.
4. Technical Bid will be opened as per date / time as mentioned in the Tender Critical Date Sheet.
5. Submission of Tender:-
 - (a) The tender shall be submitted in two part, viz., **Technical Bid & Financial Price Bid.**
 - (b) All the pages of bid being submitted must be signed and stamped and sequentially numbered by the bidder irrespective of nature of content of the documents before submission.
 - (c) The offers submitted by Telegram / Fax / email shall not be considered. No correspondence will be entertained in this matter.

Annexure – I

Terms and Conditions

1. The bidder should be a registered and well-established Agency / Firm having experience of providing of such service. Bidder should be registered under GST and possess valid PAN Card and Income Tax return for last three (03) financial years. Annual turnover of last 02 (two) years should be Rs. 1 crore and above. Necessary documents must be attached.
2. The bidder should provide the Telephone No., E-mail ID, Mobile No. to ensure proper connectivity.
3. The bidder should have experience of providing of such service for at least 03 (three) years. Copy of work experience with Government/Private concern must be attached.
4. All the pages of bid being submitted must be signed and stamped and sequentially numbered by the bidder irrespective of nature of content of the documents before submission.
5. The bidder should develop, upgrade and/or update time to time the cgstkolkata.gov.in website regularly and as and when required. The bidder should take note that the said service will have to be provided for normal working days and Saturday, Sunday and Holidays also, if required to do so.
6. Since the said service involves security measures, the service of development, upgradation and/or updation will have to be done from the office of the CGST & CX, Kolkata South Commissionerate, 4th Floor (Room No. 404), GST Bhawan, 180, Shantipally, Rajdanga Main Road, R.B. Connector, Kolkata – 700107 only.
7. During the period of maintenance of contract, if the service of the vendor (service provider) is found to be not satisfactory or is found to be violating any of the conditions governing the maintenance contract, this office shall have the right to terminate the contract immediately without any compensation. Being a comprehensive contract, all liabilities arising out of any fault will be borne by the vendor (service provider), if not mentioned separately otherwise.
8. If any time during performance of the work order, the vendors encounter conditions impeding timely performance of the ordered services, the vendor shall promptly notify Kolkata South CGST & CX Commissionerate in writing in fact of the delay, its likely duration and its cause(s).

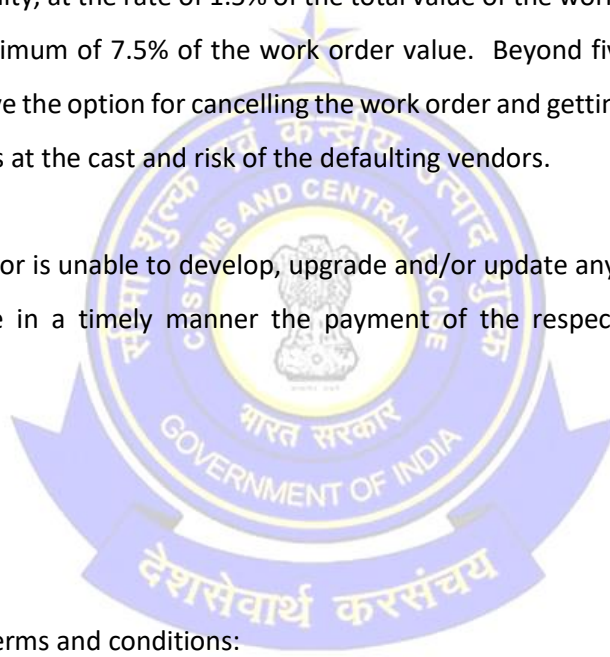
9. The vendor shall maintain full confidentiality regarding the task/work and in no way disclose the process/inputs to anybody otherwise coercive action will be initiated against them by the competent authority.
10. During the period of contract, the vendor (service provider) can terminate the contract at any time by giving 01 (one) month Notice in writing.
11. Rates quoted should specifically mention the GST component. No tax will be paid if the vendor fails to provide proof of valid GST Registration. No extra charges will be paid except GST, if applicable.
12. The billing is to be raised on quarterly basis and on satisfactory completion of maintenance for each quarter subject to deduction of downtime penalty if any, as applicable. The payment will be made as per availability of funds.
13. The Principal Commissioner of CGST & CX, Kolkata South Commissionerate reserves the right to accept or reject the Tender wholly or partly without assigning any reason thereof or accept more than one offer.
14. In case of any dispute of any kind and in any respect of whatsoever, the decision of the competent authority of Commissionerate of CGST & CX, Kolkata South, shall be final.
15. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
16. If, any of the terms & conditions shown above at Sl. No. 1 to 14 is not found fulfilled during the period of contract, The Competent Authority of CGST & CX, Kolkata South Commissionerate reserves the right to discontinue of the contract without assigning any reason thereof.

Termination for default & penal provision:

17. If the vendor fails to deliver any or all of the services within the time period(s) as would be mentioned in the work order or any extension thereof granted by competent authority.
18. If the vendor fails to perform any other obligation (s) under the contract.
19. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 07 days after receipt of default notice from Kolkata South CGST & CX

Commissionerate (or takes longer period in spite of what Kolkata South CGST & CX Commissionerate may authorized in writing), competent authority may terminate the contract/work order in whole or in part. In addition to above, competent authority may at its discretion also take any other legal action as deem fit.

20. Kolkata South CGST & CX Commissionerate may procure, upon such terms and in such manner, as it deems appropriate, services similar to the undelivered services/products and the defaulting supplier shall be liable to compensate Kolkata South CGST & CX Commissionerate for any extra expenditure involved towards goods and services to complete the scope of work in totality or 10% of the work order as cancellation charges which is higher.
21. The vendor shall render the services strictly adhering to the time schedule as mentioned above in the work order. Any un-excused delay be the vendor, in the performance of its obligations, shall attract penalty, at the rate of 1.5% of the total value of the work order per week of delay subject to a maximum of 7.5% of the work order value. Beyond five weeks the competent authority will have the option for cancelling the work order and getting the work done through alternate sources at the cost and risk of the defaulting vendors.
22. In case, the vendor is unable to develop, upgrade and/or update any requisite information in the said website in a timely manner the payment of the respective quarter will not be considered.



We agree to the above terms and conditions:

Signature and Name with date :

Name of the Firm :

Annexure-II

Summary of Documents to be submitted

A. Technical Bid

Photocopies of the following documents duly signed and stamped by the authorized signatory of vendor (Service Provider) are to be attached by the Service Provider along with Technical Bid as per the tender documents.

- i) Signed and stamped copy of Terms and Conditions (In format as per Annexure-1)
- ii) Signed and stamped copy of Technical Data Sheet (in format as per Annexure-A)
- iii) Signed and stamped copy of Tender Acceptance Letter (As per Annexure-B) & Letter of authorization to submit bid.
- iv) An undertaking (self-certificate) that the agency hasn't been blacklisted/terminated by a Central/State/ UT Government institution and there has been no litigation with our department.
- v) Signed and stamped copy certificates like Trade License, Certificate of Shop and Establishment, GST Registration, PAN card, Income Tax return for last three (03) financial years, Work experience if any, contact details etc.
- vi) Documents regarding Annual turnover of previous two financial years details (along with copy of Profit & Loss A/C., Balance sheet for last 03(Three) years should be attached). Annual turnover should be Rs.1 Cr. & above.

B. Financial Price Bid:

- [a] Rates should be quoted and GST component, if any, should specifically mention. (Amount should be mentioned in numerical and words only)

ANNEXURE – “A”

Technical/ Qualifying Bid Form for tender of Development, upgrading and/or updating of
Cestkolkata.gov.in website for the Kolkata CGST & CX. Zone.

01	Name, Address & Telephone of Organization/ Firm	
02	Name(s), address & Telephone of the Proprietor/Directors	

Qualifying Criteria for Technical Bid:

1	We have attached valid Trade License	Yes/No
2	We have valid GST Registration No.	Yes/No
3	We have attached copy of GST Registration	Yes/No
4	Shop & Establishment Number:	Yes/No
5	Shop & Establishment Number:	Yes/No
6	Annual turnover of previous two financial years details (Along with copy of Profit & Loss A/c, Balance Sheet and Income Tax Returns for last three years should be attached). Annual turnover should be Rs. 1 Cr. & above.	Yes/No
7	Has your firm/company black listed/ terminated at any time in past by our organization.	Yes/No
8	Name of the Organizations where similar services have been provided since last three years.	Yes/No

Declaration

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

I hereby confirm that I am authorized to sign the Tender Document.

Signature:

Name of the Authorized Signatory:

Seal/Stamp:

ANNEXURE – “B”

Date:

To
The Commissioner,
O/o The Commissioner of CGST & CX, Kolkata South Comm'te,
GST Bhawan, 180, Shantipally, 3rd floor,
Kolkata-700107.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **TENDER NOTICE NO. /HQ System/Kol South/2022-23 for tender of
Development, upgrading and/or updating of cgstkolkata.gov.in
website for the Kolkata CGST & CX. Zone.**

Sir.

1. I/ we hereby certify that I/We have read the entire terms and conditions of the tender. Documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide by the terms/conditions / clauses contained therein.
2. The corrigendum(s), if any issued from time to time by your department / organization will also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender Document/corrigendum(s) in its totality / entirety.
4. I/ We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / 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.

Yours faithfully,

[Signature of the Bidder with official seal]