Tender Notice No. 05/2020-21/Kol/Audit I/HQ Pool/  

Dated: 11/11/2020

Tender Notice for Inviting Quotations

Sealed quotations are hereby invited from the interested and reputed nursery for supply of 100 (one hundred) Nos. of plants for one year to maintain the green corridor in the 6th & 7th Floor of the office premises of GST Bhawan under Swachhta Action Plan. Bidders are requested to quote the monthly rate per plant for supply and maintenance of the plants under the following terms and conditions:

1. The plants must be of indoor and seasonal species.
2. The plants must be maintained by the supplier/nursery on regular basis.
3. Plants should be changed from time to time as and when required depending upon the condition of the plant.
4. The Department reserves the right to cancel this offer anytime, if found any deficiency in service of the supplier/nursery.
5. The payment will be made monthly basis only after submission of the pre-receipted bill (in triplicate).

The quotations should be addressed to The Assistant Commissioner (P&V), Office of the Commissioner of CGST & CX, Kolkata Audit-I Commissionerate, GST Bhawan, 6th Floor, 180, Shantipally, Rajdanga Main Road, Kolkata-700107.

The Bid documents must be placed in a sealed envelope, marked with "Quotation for supply of Plants under Swachhta Action Plan", should be submitted in the “Tender Box” placed inside Room 627B (i.e. the Receipt Section) of this office premises on or before 09.12.2020 at 17.00 hrs. Any quotations received thereafter shall not be entertained and if the condition of placing the bids in two separate envelopes is not adhered to, then the bid will be promptly rejected.

The quotations will be opened on 10.12.2020 at 12:30 hrs. in the chamber of “The Assistant Commissioner (P&V), Office of the Commissioner of CGST & CX, Kolkata Audit-I Commissionerate, GST Bhawan, 6th Floor, 180, Shantipally, Rajdanga Main Road, Kolkata-700107”.

Incomplete quotation or bids not accompanied with the required and supporting documents or Quotations not contained in a sealed envelope or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
Terms and Conditions

1. The plants must be of indoor and seasonal species.
2. The plants must be maintained by the supplier/nursery on regular basis.
3. Plants should be changed from time to time as and when required depending upon the condition of the plant.
4. The Department reserves the right to cancel this offer anytime, if found any deficiency in service of the supplier/nursery.
5. The payment will be made monthly basis only after submission of the pre-receipt bill (in triplicate).
6. The price quoted should be inclusive of all taxes of Government/Local Authorities etc., as applicable to the Government Department. No payment over and above the prices quoted in the tender shall be made by the Department in respect of any such levies brought to the notice at later date.
7. For any kind of query or clarification, suppliers may approach the Superintendent (HQ), Office of the Commissioner of CGST & CX, Kolkata Audit-I Commissionerate, GST Bhawan, 6th Floor, 180, Shantipally, Rajdanga Main Road, Kolkata-700107 on any working day.
8. The delivery period must be within 7(seven) days from the date of issuance of purchase/work order. This office retains the right to summarily reject the quotation/order, if the specific goods (Plants) are not up to the mark.
9. Quotation should be signed by the authorized person and his full name, designation; contact number viz. telephone/mobile no. should be indicated below his/her signature.
10. The supplier must examine all his plants before supplying them to this office and in the case of wilting and drooping of any of the plants noticed and pointed out by this office, the supplier must replace the plants so pointed out.
11. The authority reserves the right to accept or reject any of the quotations and even the tender process as a whole without assigning any reason thereof.
12. Payment against Bill/Invoice shall be released through e-payment only after supply of the plants and subsequent quantification and verification.
13. The copy of valid and current Trade License, PAN Card, GST Registration (if available) and prior experience for at least 5 years in Govt. Department in the same line of business (copies of work order/certificate/photosgraphs etc.) must be enclosed along with the quotation/bid.

C. No. I[22]2/Miscellaneous SAP/Kol/Audit-I/HQ/CGST/19/... Date:

Copy to:
1. The Deputy/Assistant Commissioner (HQ), Central GST & C. EX, Kolkata North/Kolkata South/Howrah/Haldia/Appeal -I/Appeal -II/Audit -II/Bolpur/Siliguri/Durgapur, with a request to arrange for display of the notice to their respective Office Notice Board.
2. The Superintendent (Computer Cell) with a request for uploading the Tender Notice in Departmental Website.
3. Shri V.K. Pandey, Assistant Commissioner(P&V), Chairperson / Shri Sandip Mitra, Supdt.(HQ), Member / Shri Subhajit Guha, Supdt.(Vig.), Member / Smt. Santa Sarkar, ACAO, Member of the Purchase Committee.

Assistant Commissioner(P&V)
CGST & CX
Kolkata Audit-I Commissionerate

Assistant Commissioner(P&V)
CGST & CX
Kolkata Audit-I Commissionerate