



भारत सरकार  
GOVERNMENT OF INDIA  
प्रणाली एवं आकॅडाप्र बधं न महानननदेशालय  
Directorate General of Systems and Data  
Management

वस्त एवं सेवा कर भवन (आठवातँ ल), 180 शाननतपल्ली, राजडगं ांामेन रोड, कोलकाता-700107  
GST Bhawan (8<sup>th</sup> Floor), 180, Shantipally, Rajdanga Main Road, Kolkata-700107 Fax No.24417797, Ph  
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**CONSTRUCTION OF COMPLEX CONTAINING 20 URINALS AT BARISH HIGH SCHOOL, BARISHA, BEHALA CHOWRASTA, KOLKATA-700008, AS A PART OF SWACHHATA AVIYAN 2020-2021**

**NOTICE INVITING E-TENDER**  
**E-TENDER NO- DGSDM/KZU/SAP/01/20-21**

E-quotations are invited in the prescribed proforma from reputed contractors/firms for the following work at Barisha High School, Barisha, Behala Chowrasta, Kolkata-700008. The work description is as follows:-

Sl. No.	Work description	Measurement
1	Construction of Toilet complex consisting of 20 no. of Urinals.	30 ft.X12 ft.=360 sq.ft

Total work to be considered as one [01] work and hence, the price has to be given in cumulative basis. The entire bid value will be considered only.

The Technical Quotation and Financial Quotation are to be submitted separately at [www.eprocure.gov.in](http://www.eprocure.gov.in)

**ANNEXURE-I**

**I TENDER PROCESS**

1. e-Tender is invited in two parts i.e.(1) Technical Bid (2) Financial Bid. The e-Tender for Technical Bid in proforma prescribed in Annexure-III and the e-tender form for the Financial Bid in proforma prescribed on e-procurement website [www.eprocure.gov.in](http://www.eprocure.gov.in) complete in all aspects, shall be submitted to e-procurement website by enrolling himself. Incomplete bid documents shall be rejected. The valid Technical bids shall be

scrutinized by this Office to short list the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders who have qualified in Technical Bid will be opened.

2. **The e-tender 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 Technical Bid.** The tenderer would fill up the information in the Annexure-III enclosed at the end of these documents in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or his authorized signatory. **The tenderer shall quote their bid amount for the work in both words and figures** which should include all charges & taxes and the same would not be payable over and above the bid amount thus quoted.
3. The tenderers are advised to inspect the nature/place of work before submitting the quotations and for inspection, query or clarification they may approach Assistant Director[Admin]. No inspection charge will be made.
4. Any bid with incorrect, incomplete or inconsistent particulars, figures and words will be summarily rejected.
5. **This Office reserves the right to postpone/ and/or extend the date of receipt /opening of Rate/Quotations or to withdraw the same without assigning any reason thereof.**
6. This office reserves the right to accept or reject any bid and the bidding process and reject all bids at any time without thereby incurring any liability to the affected bidder/bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.
7. The e-tender forms may be rejected if it is not complete in any respect.
8. The short listed e-tender and the successful bidders will be intimated about the Award or Contract to them.
9. Late submission of e-tenders will not be accepted by the website.
10. Bid of piecemeal work will not be accepted.

## **II. TERMS AND CONDITIONS**

### **ELIGIBILITY CRITERIA**

- A) Bidders should have experience to work in a central government organization of PSU or a State government Office and should have completed at least two such works in the similar activity in the last five years. Evidence for the same should be provided.
- B) The bidder must have GST Registration. Registration Certificate copies should be enclosed.
- C) The bidder must have obtained Permanent Account Number[PAN] under the Income Tax Act, 1961. Copy of the same should be enclosed.
- D) IT Return and PL & BS for last 3 year.
- E) All the critical dates are mentioned on e-procurement website.

### **III. OTHER TERMS AND CONDITONS**

1. All the items supplied/required must be of Branded Company. Parties/firms must mention the brand name and quantity of the product in their quotations.
2. Total work to be considered as one[01] work and hence, the price to be given in cumulative basis. The entire bid value will be considered only.
3. The party should provide 01[one] year free maintenance of all the repair works from the date of completion of repair works.
4. No advance payment will be provided. Payment against Bill/ Invoice shall be released only after completion of work and completion report from the concerned authority.

5. Suitable insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the bidder. The bidder shall arrange necessary insurance cover for any persons even for short duration. This Office shall not be liable to any claim arising out of mishap, if any, that may take place while discharging the work. In the event of any liability/claim falling of the Directorate in this regard, the same will be reimbursed/indemnified by the bidder.
6. No escalation of price whatsoever would be allowed during the pendency/currency of the work, for whatever reason.
7. If at any time during currency of JOB the Scope of Work for which this job has been awarded is reduced/ abandoned, the payment/value of this job order shall be reduced on pro-rata basis by this Office and would be binding on the bidder.
8. Any dispute arising out of the agreement or that which may arise in future shall be resolved by taking recourse to mutual settlement arbitration/ conciliation clauses formulated by International Centre of Alternative Dispute Resolution [ICADR] falling which the dispute will be subject to the sole arbitration of the DG Systems, Kolkata Zonal Unit or his nominee.
9. The work should be completed within 30[thirty] days of receiving the Work Order.

#### **IV. Bid Amount**

The bidders shall quote the bid amount in both words and figures which should **inclusive of all taxes & GST and any other charges as applicable** as mentioned in the financial bid, BOQ.

**The tenderer should ensure that the following documents are part of the Technical bid:**

- a) Annexure-III [duly filled in] along with necessary enclosures.
- b) Annexure-II on company letter head.
- c) Tender document [all pages signed]
- d) Other documents as per **ELIGIBILITY CRITERIA** of Tender Notice.

This is issued with the approval of the Competent Authority.

#### **Critical Dates:**

Sl. No.	Particulars	Date & Time
<b><u>1</u></b>	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	22.01.2021
<b><u>2</u></b>	Documents download/sell start date (Online)	22.01.2021 AT 4.00 PM
<b><u>3</u></b>	Documents download/sell end date (Online)	06.02.2021 AT 6.55 PM
<b><u>4</u></b>	Bid submission start date (On line)	22.01.2021 AT 4.00 PM
<b><u>5</u></b>	Bid Submission closing (On line)	06.02.2021 AT 6.55 PM
<b><u>6</u></b>	Bid opening date for Technical Proposals (Online)	09.02.2021 AT 3.00 PM

Assistant Director [Admin],  
DG[SYSTEM & DM], Kolkata Zonal Unit.

**ANNEXURE-II**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To  
The Assistant Director (Admin)  
DG System & Data Management  
Kolkata Zonal Unit  
8<sup>th</sup> floor, GST Bhawan Kolkata.

Sub:- Acceptance of Terms & Conditions of Tender.

Tender Reference No:  
Name of Tender/Work:-

Dear Sir,

1. I/We have submitted my bid for the above mentioned tender/work on [www.eprocure.gov.in](http://www.eprocure.gov.in) as per your advertisement.
2. I ----- son of ----- Proprietor of --  
----- am competent to sign this declaration and execute this tender document.
3. I offer to work at the rates as indicated in the price Bid/BoQ inclusive of all applicable taxes.
4. 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 hereby by the terms/conditions/clauses contained therein.
5. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
6. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety and will abide by the instructions in work order AOC.
7. I/We certify that all information furnished by the me/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, 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.

Date:

Place:

Proprietor  
Signature of the authorised Signatory of  
the firm Company/Organization  
Office Stamp/Seal

**ANNEXURE-III**

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION**

01	Name of the supplier	
02	Address alongwith contact Number	
03	Name, Address and Contact of the Proprietor	
04	Other Documents/Certificates included	

Date:

Place:

Proprietor  
Signature of the authorised Signatory of  
the firm Company/Organization  
Office Stamp/Seal