

**OFFICE OF THE COMMISSIONER,
CENTRAL GST & CENTRAL EXCISE
GST BHAVAN, CIVIL LINES, TELANGKHEDI ROAD,
NAGPUR**

TENDER DOCUMENT

FOR

**RENOVATION/REVAMPING OF TOILETS OF
GST BHAVAN, NAGPUR**



**Government of India
Ministry of Finance,
Department of Revenue
Office of the Commissioner GST, Nagpur-I
Telangkhedi Road, Civil Lines, Nagpur- 440001**



C. No. I(22)52/2017/ADMN/N-I/

Nagpur, dated 22.01.2021

**LIMITED TENDER NOTICE RENOVATION/REVAMPING OF TOILETS OF
GST BHAVAN, NAGPUR**

The Principal Commissioner of CGST and Central Excise, Nagpur – I invites sealed Tenders under two-bid system from reputed and experienced agencies for renovating/revamping 2 separate Toilets (one Ladies Toilet and one Gents Toilet of second floor of Main building, GST Bhavan, Nagpur) fully furnished with its Commodes, taps, and floor with anti-skid tiles etc. at GST Bhavan, Nagpur under Swachhata Action Plan by GST & Central Excise department. The area of the Toilets is approximately **200 sq.ft. each**. The proposed work also involves demolition. The details of the works are as under :

- i) Western and Indian Commodes Seats in Ladies Toilet with proper joining of sanitary.
 - ii) Western and Indian Commodes seats in Gents toilet with proper joining of sanitary.
 - iii) Anti-skid tiles covering the ground level with proper water proofing of floor in both toilets
 - iv) Replacement of all Pipes and tap fittings which are not working with proper plumbing work in both toilets.
 - v) Putty and Painting
2. While submitting quotations, the bidders must submit :
- (i) Technical Bid comprising of :
 - (a) Annexure – I duly signed in token of having accepted the General Terms and Conditions,
 - (b) Annexure – II duly signed in token of having read and understood the scope of work and
 - (c) Annexure – III i.e. “pre-qualification requirement for award of contract for Construction of Toilets” complete in all respects, in one envelope, and
 - (ii) Financial Bid (Annexure – IV), in another envelope.

In the Technical Bid, the Tenderer will provide :

Details of his PAN, GST Registration. (attach photo copies).

Details about his experience in the field and the other organization for which he is providing such services.

Details regarding compliance of Statutory laws, number of persons proposed to be deployed, etc.

In the Financial Bid, he will submit the quotation for this work.

3. It should be written boldly on top of both the envelopes as “TECHNICAL BID” and ‘FINANCIAL BID’. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words ‘**QUOTATIONS FOR CONSTRUCTION OF TOILETS**’ on the top and should reach this office at the above mentioned address before **13.00 hrs. on or before 02nd February, 2021.**

The Technical Bids shall be opened on 03rd February, 2021 at 15.00 hrs.
The Tenderers who wish to be present at the time of opening of tender may present themselves or authorize their representatives with authority letter. **The Bid Security (EMD) of Rs. 10,000/- (Rs. Ten Thousand only)** should be paid by the Demand Draft in favour of Assistant Chief Accounts Officer, Central Excise & CGST, Nagpur – I payable at Nagpur. No other mode of payment shall be acceptable.

4. The Financial Bids of only those Tenderers will be opened who fulfil the Technical qualifications as mentioned in Annexures – I, II & III.

5. The Principal Commissioner of CGST and Central Excise, Nagpur – I, reserves the right to postpone /and/or extend the date of receipt / opening of quotations or to withdraw the same, without assigning any reason thereof.

Encl : Annexures I to IV

sd dated 25.01.2021

(SWACHHAND CHAVAN)
DEPUTY COMMISSIONER(P&V)

Annexure -I

GENERAL TERMS AND CONDITIONS OF THE TENDER

1. **Rates** : The rates shall be quoted F.O.R. destination **Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Nagpur 440 001**. No other charges such as loading/unloading etc. shall be paid.
2. The work shall constitute of labour, all the essential ingredients like sand, gitti, cement, tiles, commodes etc. which will itself be borne by him
3. The Principal Commissioner, Customs & Central Excise, Nagpur reserves the right to postpone and/or extend the date of receipt /opening of Quotation or to withdraw the same.
4. All the rates must be written both figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. **Escalation of rates**: The rates once approved shall be final and no escalation or deviation shall be accepted under any circumstances.
6. The Tenderer must comply with the Rates/Quotations, specification and all terms and conditions of Tender. No deviation in the Terms & Conditions of the Tender shall be entertained unless specifically mentioned by the Tenderer in the Rate/Quotations and accepted by the Principal Commissioner, Customs & Central Excise, Nagpur.
7. **Warranty**: The renovated toilets shall be under warranty for a period of **minimum 01(one) year** from the date of completion of satisfactory installation/supply and in case any defect develops, the same shall be rectified by the Tenderer at his own cost within 07 (seven) days from the date of complaint.
8. **Execution of order**: The complete order has to be executed **within 10 days** from the date of receipt of order.
9. **Liquidated Damages**: In case of failure to execute the order in full within the specified period, liquidated damages shall be charged at the rate of ½% per week or part thereof but not exceeding 5% of the order value. Even the order can be cancelled at the risk and cost of the Tenderer. In case the Tenderer fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material shall be procured from open market to meet the immediate demand/requirement at the risk/cost of Tenderer.
10. Payment will be made on submitting the bill after completion of work. **No advance payment would be made in any case**. The Tenderer will not have any legal right to proceed against the Department in event of late payment due to unforeseen reasons.
11. Tenderer shall in no case lease/transfer/sublet the work further.

12. **Termination of Contract:** Notwithstanding anything contained herein, Principal Commissioner, Customs & Central Excise, Nagpur reserves the right to terminate the Tender at any time without incurring any financial liability to the Tenderer.
13. The Tenderers are required to submit the complete Quotation only after satisfying each and every condition laid down in the tender notice.
14. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
15. The contract would be preferably awarded to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender. However, to safeguard against failure by this agency to provide the services as per terms and conditions of the tenderer, the Authority reserves the right to empanel other tenderer who are prepared to provide the services on the same terms and conditions as that of L-1 tenderer.
16. The Contractor shall comply with all applicable laws of the Central and State governments and any other law for the time being in force including the GST Law. This authority will not be responsible for any dispute that may arise in connection with the subject service, between the vendor and any state or Central Govt Dept.
17. The Contractor shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be responsible for any damages or compensation to any personnel or third party including the statutory obligations. For the entire work, the Contractor will be the employer for the disputes of his employees.
18. The contractor should satisfy themselves before submitting of the rate / quotations that they should meet the qualifying criteria as laid down in the Annexure.
19. The Contractor shall take all possible precautions to prevent any unlawful / disorderly conduct or acts of the employee deployed.
20. The Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff and as well as other private persons.
21. The persons so employed should be employee of the Contractor and shall remain under his control and supervision. He shall be liable for the wages and any other claim of the person so engaged.
22. Payment will be made by e-payment directly to the Bank account of the Contractor on successful completion of work and on submission of Completion Certification from N.M.C. or other appropriate agency.

I agree to the above terms and conditions

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

Annexure II

SCOPE OF WORK

1. The proposed work also involves demolition. The details of the works are as under :
 - i) Western and Indian Commodes Seats in Ladies Toilet with proper joining of sanitary.
 - ii) Western and Indian Commodes seats in Gents toilet with proper joining of sanitary.
 - iii) Anti-skid tiles covering the ground level with proper water proofing of floor in both toilets
 - iv) Replacement of all Pipes and tap fittings which are not working with proper plumbing work in both toilets.
 - v) Putty and Painting

2. The construction of Toilets should be completed within 10 DAYS from the date of awarding Contract..

3. The construction work should not obstruct the daily routine of the office.

4. The goods which will be procured by the Contractor at the site will be at his sole responsibility to safeguard it.

I have read and understood the scope of the work

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

Annexure III

Pre-Qualification requirement for award of contract for Construction of Toilets.

1. Name of the Firm with telephone and complete address
2. Registration details of the firm (attach copies)
3. GST registration details (if eligible, attach copies)
4. Permanent Account Number (PAN) (attach copies)
6. Experience of Min 2 years/ details of present clients
(attach job order / Certificate from Govt. off /PSUs etc. for civil construction work)

DECLARATION:

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicted in Annexure I and shall abide by them. I/We also understood the parameters of the proposed scope of work in Annexure II and shall abide by them also.

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not be permitted to have any dealings with the Department in future.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

Annexure IV

FINANCIAL BID

1 Name of the Tenderer

2 Full address (with Telephone & Number)

3 Cost of Construction containing details of material, Labour cost, any other charges etc.

4 All taxes & GST etc. Detailed break-up shall be enclosed

Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rates quoted in words will prevail.

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 blacklisted and will not be permitted to have any dealings with the department in future. It is further submitted that the areas specified in the Tender has been verified and found correct. I/We shall not raise dispute in the areas specified in case contract is awarded to me/us.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal: