



भारत सरकार

केन्द्रीय वस्तु एवं सेवाकर तथा केन्द्रीय कर आयुक्त का कार्यालय,  
केन्द्रीय राजस्व भवन, हाकिमपाडा,सिलीगुड़ी (प. ब०)-734 001

GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL GST & CX,  
1<sup>st</sup> Floor, C. R. BUILDING, HAKIMPARA, SILIGURI (W.B.) - 734 001

Phone: 0353-2520427 :: E-Mail: [siliguri@nic.in](mailto:siliguri@nic.in) :: Fax: 0353 - 2523146

फा. सं. I(22)03/Swachh Bharat/HQ/SLG/COM/2018/Pt.-I/ 1936 Dated: 02.03.2021

### **TENDER NOTICE FOR INVITING QUOTATION**

Installation/laying of Floor Tiles (2ft.x2ft.) with double charged (Renowned Branded Company, Quantity approx 1581 sq. feet) in Room Nos. 109, 110, 111, 112, 113, 114 & 115 all situated at the same 2nd floor of Office of the Commissioner, CGST & CX, Siliguri Commissionerate, C. R. Building, Hakimpara, Siliguri as per the **terms and conditions as mentioned in Annexure - 'A'**.

Reputed/Experienced agencies are requested to forward/submit their sealed quotations under two bid system to the Commissioner of CGST & CX, C. R. Building, Haren Mukherjee Road, Hakimpara, Siliguri - 734001 by **11.00 hrs. on or before 11-03-2021**. The sealed quotations will be opened on **12-03-2021 at 12.00 hrs.** at the aforesaid office in presence of the tender committee members and the parties or their authorized representatives who wish to be present at the time of opening of the quotations. The Commissioner of CGST & CX, Siliguri Commissionerate reserves the right to accept or reject any or all quotations without assigning any reason.

This issues with the approval of the Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri.

02/03/2021  
(Satya Narayan Mahto)

अधीक्षक (मुख्यालय)/Superintendent (HQ)

Dated: 02.03.2021

C. No. As above/  
Copy to:

- (i) The Notice Board of O/o the Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri.
- (ii) The Commissioner of CGST & CX, Kolkata North/Kolkata South/Bolpur/Howrah/Haldia/Audit-I/Audit-II/Kolkata Appeal-I/ Appeal-II /Durgapur Audit/CCP(WB), Siliguri Appeal.
- (iii) The Superintendent (Computer Cell) with a request for uploading the tender notice in the Departmental website.

02/03/2021  
(Satya Narahan Mahto)

अधीक्षक (मुख्यालय)/Superintendent (HQ)

## ANNEXURE – 'A'

### Terms and Conditions

- (a) The applicant concern (herein after the Bidder) should be a reputed firm.
- (b) Bidder should be registered with the jurisdictional GST office and any other registration required as per the existing law relating to his business and should produce self-attested copy of the registration certificates issued by the said department.
- (c) The bidder should have a minimum of the three years experience in the business of above mentioned items and have work experience with the Central Government Ministries/Departments, PSUs, Statutory/Autonomous Bodies etc.
- (d) The owner/propriter/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 contacted.
- (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 envelop which shall be super scribed with words "Quotation for Installation/laying of tile** and addressed to the Commissioner, CGST & CX, C. R. Building, Haren Mukherjee Road, Hakimpara, Siliguri – 734 001. The Financial bid will be taken up only if the technical bid is found to be in order; else the tender wil be rightly rejected.
- (g) The price quoted should be inclusive of all taxes of Govenment/Local Authority etc. as applicable to the Govenment Department. No payment over the above the prices quoted in the tender shall be made by the Department in respect of any such levis brought to this notice at later date.
- (h) For any kind of query or clarification bidders may approach / contact to the Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri on any working day.
- (i) Bid should be signed by the authorized person and his full name, Desigantion, contact no. Viz Telephone/Mobile No. should be indicated below his/her name.
- (j) Intending contractorer/bidder are advice to inspect and examin the site and its surroundings and satisfy themself before submitting their tender. No extra charge consequent upon any misunderstanding or otherwise shall be allowed.
- (k) The contractor shall be fully responsible for theft, burglary, fire or any mischievous by his staff and as well as other private persons.
- (l) The selected firm must examine all his products before installing the same and in case this office find any paucity/discrepancy in the products, the bidder must replace those products.
- (m) The authority reserves the right to accept or to reject any of the tenders/bid without assigning any reason thereof.
- (n) Payment against Bill/Invoice shall be released through e-payment, only after compilation and verification of the work assigned to selected firm.
- (o) The tender/quotation which shall be received incomplete and or filed after the due date shall be summarily rejected.
- (p) Laying of floor tiles should be completed within 07 (seven) days of issuance of work order.

**TECHNICAL BID**

**(To be enclosed in a separate sealed envelope which shall be superscribed 'Technical Bid')**

1. Name of the Organisation/Firm:
2. Name(s) of the Proprietors/Partners/Director:
3. Registered Address, Telephone (Landline/Mobile) & Fax No.:
4. Other Address of any branches with their Telephone no. & Fax:
5. Address and Contact Number of the Workshop:
6. Whether firm is registered under GST:
7. GST Registration No.(Copy to be enclosed):
8. Permanent Account Number of the firm. (Copy of PAN Card to be attached):
9. Total Engineers working under this firm:
10. Name(s) of the Public Sector/Govt. Organisatio to whom similar services have been provided by the firm (Please attached the service Certificate from govt Office/Public Sector):
11. Name of the Website, email ID etc, if available:
12. Name of the brand of tiles

Signature of authorized signatory with date

Name:-

Designation:-

Name of firm:-

Address:-

Office Seal:-