



GOVERNMENT OF INDIA
OFFICE OF THE Pr. COMMISSIONER OF CUSTOMS (AP & ACC)
CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA

**E-TENDER NOTICE FOR SHIFTING OF CHEMICAL LABORATORIES AND
SETTING UP AT OTHER ALTERNATE PLACE**

E-quotations are invited in two bid systems from reputed firms/agencies for shifting of Chemical Laboratory from Custom House, Kolkata to 1, Council House Street, Kolkata-700 001 having documents, furniture, office machines, equipments including packing, arranging, loading, un-loading and transportation and setting up at 1, Council House Street, Kolkata-700001 The details of the works will be treated as ONE work as per the following:-

Description		Unit	Quantity
SI No.	List of nature of work and material	TOTAL WORK	01
1.	<u>Shifting of furniture:</u> a) Steel Almirah -50 Nos. b) Wooden Almirah-12 Nos. c) Steel Table-15 Nos. d) Wooden table -25 Nos. e) Chair-70 Nos. f) Steel & Wooden rack 12 Nos. g) Laboratory wooden table -05 Pcs h) Sofa-03 Nos. i) Heavy Iron Safe-2 Nos		
2.	<u>Shifting of Gas Cylinder and UPS:</u> a) Cylinder: 45 Nos. b) UPS- 09 c) Battery 110 Nos. d) Fridge -03		
3.	<u>Shifting of AC Machine</u> a) Split AC -16 Nos.		
4.	<u>Shifting of Computer and accessories:15 Nos</u>		
5.	<u>Packing of files /Books /Chemicals/apparatus etc.</u>		
6.	<u>Arranging of Files/Records /Books/Chemicals at new office place</u>		
7	<u>Transportation cost including loading, unloading etc to the specific premises at 2nd floor of the office located at 1, Council House Street, Kolkata-700001.</u>		

	All the Air Conditioners, UPS, Batteries ,Fridges, Computers to be uninstalled from Custom House and to be re-installed at the new premises as directed by CRCL Officer. If any items/goods are required for the said installation, the same should be provided by the bidder without extra cost.		
8.	Shifting of Sophisticated Instruments- 26 Nos (Detailed list of all machinery enclosed as Annexure:A) Note: All instruments (in different size and weight) are to be packed in wooden box by vendor with packing material in presence of the Service Engineer of the respective Instruments and special precaution must be taken for shifting. All the packing material including boxes should be provided by vendor for packing.		

ANNEXURE A

List of sophisticated instruments are to be reinstalled at 1, Council House Street

Sr. No.	Name of the instrument	Make & Model Number	Authorised Service Provider
1	LC-MS	Shimadzu LCMS-2020	Spinco tech Pvt. Ltd. Kolkata
2	HPLC	Prominence – i (LC-2030C 3D Plus)	Spinco tech Pvt. Ltd. Kolkata
3	GCMS	Agilent GC-7890B MS- 5977B	Gulf Bioanalytical Group, Bangaloret
4	GC	Agilent GC-7890B	Gulf Bioanalytical Group, Bangalore
5	AAS	LAB India AA 8000	Lab India Analytical Pvt. Ltd. Kolkata
6	FTIR	Bruker Alpha T Sr. 100593	Lab India Analytical Pvt. Ltd. Kolkata
7	K F Titrator	Lab India	Lab India Analytical Pvt. Ltd. Kolkata
8	AOX	Analytikjena Multi X 2500	Analytikjena India Pvt. Ltd. Delhi
9	XRF	Panalytical Epsilon 4	AIMIL Ltd Instrumentation and Technologies, Kolkata
10	GC	Thermo Scientific Trace	Thermo Scientific

		GC 800 Sr. No. 8036/1212	India, Kolkata
11	OES	Metal Power	Metal Power Analytical Pvt Ltd. Kolkata
12	Microwave digester	Anton Paar Multiwave Pro with package 8NXF100	Anton Paar Pvt. Ltd.
13	Bomb Calorimeter	Sundy SDAC 6000	Genext Lab Technologies Pvt. India Limited, Dehi
14	Polarizing Microscope	Leica BX53	I.R. Technology Services Pvt. Ltd., Kolkata
15	Air Woven	Local Manufacturer	Bag Electrical Engineering Works
16	Muffle Furnace (3 Nos)	Local Manufacturer	Bag Electrical Engineering Works
17	Carbon Apparatus	Local Manufacturer	Bag Electrical Engineering Works
18	Wax Machine (2 Nos)	Local Manufacturer	Bag Electrical Engineering Works
19	Distillation Apparatus (2 Nos)	Local Manufacturer	Bag Electrical Engineering Works
20	Viscometer	Local Manufacturer	Bag Electrical Engineering Works
21	Analytical Balance (5 Nos)	Local Manufacturer	Bag Electrical Engineering Works
22	Drill Machine	Local Manufacturer	Bag Electrical Engineering Works
23	Melting Point Apparatus	Local Manufacturer	Bag Electrical Engineering Works
24	Smoke Point Apparatus	Local Manufacturer	Bag Electrical Engineering Works
25	UV-Vis Spectrometer	Local Manufacturer	Bag Electrical Engineering Works
26	Centrifuge	REMI	Bag Electrical Engineering Works

The Technical Quotation and Financial Quotation are to be submitted separately at <https://eprocure.gov.in/eprocure/app>.

Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register themselves before participating through the website <https://eprocure.gov.in/eprocure/app>.

The bidders may inspect and survey the sites on any day during office hours under prior intimation to **Shri. R.K. Tudu, SCP (SCH) Mob No.8017132282 and Rajesh Bharti, SCP(SCH) Mob No-9051409103.** .

ANNEXURE I

I. TENDER PROCESS:

1. The Pr. Commissioner of Customs (AP & ACC), Kolkata, invites online quotations on behalf of the President of India from reputed authorized agencies /firms for shifting of Chemical Laboratory, from Custom House, Kolkata to 1, Council House Street, Kolkata-700 001 having documents, furniture, office machines, equipments including packing, arranging, loading, un-lading and transportation and Shifting/ setting up at 1, Council House Street, Kolkata-700001.
2. Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The tender Form for Technical bid, in proforma, prescribed in Annexure- II and the tender Form for the financial bid in proforma prescribed in Annexure-III, complete in all respects, shall be submitted. The Service Providers will be short listed on the basis of their technical competency after opening of Technical bids and only after ascertaining their technical competency and fulfillment of the same the financial bids would be opened. Incomplete bid documents shall be summarily rejected.
3. The bidder 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 bid. The bidder shall fill up the information in the Annexure II & III enclosed at the end of this document, in clear and legible terms and have to be signed by the bidder. Wherever required the price quoted shall be written in figures and words as well. Where there is any difference between rates quoted in number and words, the rates quoted in words shall prevail. Any overwriting/corrections in rates should be attested by the bidder.
4. Bidder, who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and bidder is liable to be banned.
5. The rates quoted should be inclusive of all types of taxes **including** GST.
6. The short-listed tender along with the documents will be submitted to the '**competent authority**' and upon approval by the '**competent authority**' the successful Bidder will be intimated about the award of contract to them.

1. STATUTORY FORMALITIES

1. The agencies /firms should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by Office of the Chief Labour Commissioner (Central) and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly.
2. Insurance coverage protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the agencies /firms. The agencies /firms shall arrange necessary Insurance coverage for any persons deployed by him even for short duration. The department shall not entertain any claim arising out of mishap, if any, that may take place while discharging the duties by the labour provided

by the Service provider. In the event of any liability/claim falling on this Commissionerate, the same shall be reimbursed /indemnified by the agencies /firms.

3. Any dispute arising out of this 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), failing which the dispute will be subject to Kolkata jurisdiction only.
4. In case the officers of Commissionerate of Pr .Commissioner of Customs (AP & ACC), Kolkata is made a party to any litigation by the employees of the Service provider for any reason, whatsoever, the agencies /firms shall bear / indemnify the cost. The agencies /firms shall indemnify Kolkata Customs Commissionerate against any claim including payment to statutory authorities for which the agencies /firms shall be solely and severally liable.

2. PAYMENT

1. **PERFORMANCE GUARANTEE:** The Successful bidder has to submit an amount equal to 3% of the bid value for payment as performance guarantee which is to be deposited in the form of Bank Guarantee(BG) from a Nationalised Bank / Account Payee Demand Draft of a scheduled Bank drawn in favour of "RBI A/C COMMISSIONER OF CUSTOMS, KOLKATA" before awarding the contract.
2. Mode of payment to the firms/agency will be on completion of full work on receipt of bills duly certified by the Officer concerned of the Department and payments shall be made through electronic transfer NEFT/RTGS to the designated account only.
3. The firm/agency is responsible for payment of wages to the labourers engaged as applicable to them. The firm/agency should ensure that there is no scope for any grievance from the personnel on account of delayed payment of wages.

3. GENERAL

1. The firm/agency should work on all working days including Saturdays and they shall report to the Officer-in-charge assigned by the Superintendent of SCH. **The work should invariably be completed within 15 days.**
2. The working hours of the firm/agency will be from 09.00 AM to 05.00 PM.
3. The personnel deployed should have knowledge of local language, should be well experienced, trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and photo identity cards by the Service provider.
4. The firm/agency shall indemnify and shall keep the department indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damarage or compensation to such person or to third party. All damages caused by the personnel shall be charged to the Service provider and be recovered from its dues/bills.
5. The employee deployed should not be the person against whom criminal case is pending in court of law. The Service provider should get the character and antecedents of each personnel verified through Police/District authorities before their deployment in this

department and a certificate to this effect should be submitted to the department in the form of an affidavit.

6. No other person except Service provider's authorized representative shall be allowed to enter the Office premises. Within the office premises, the Service provider's personnel shall not do any private work other than their normal duties.
7. In case any employee of the Service provider is found responsible for any theft, loss or damage to the office furniture, fitting, fixture and property of the office or the officers, the Service provider shall be held liable to compensate for the act.
8. All laborers engaged for the works should invariably follow the COVID-19 guidelines.
9. Service provider have to provide the Mask, Hand sanitizers, security gears such as Industrial Helmet, Gloves etc to all the workers.
10. Social distancing should be maintained at all times by all the workers.
11. All workers should have the Arogya Setu App downloaded in their mobile.
12. All waste material will have to be dropped in a designate place as to be decided by Supdt. SCH.
13. Special care should be taken while relocating the office equipment. Demurrage will be levied for such act.
14. Daily attendance of worker to be submitted one day prior to SCP, SCH for grant of permission to entry inside of Customs House.
15. Past experience of having similar work during last 10 years. Either similar nature of work involve under Government Department or Central /State /PSU or Institution(At least one Completion certificate as a documentary evidence may be submitted with the tender documents)
16. Shifting work must be completed within 15 days from date of issue of the work order.
17. The bidder must produce a solvency certificate from his banker for an amount not less that amount of the contract for the Financial Year 2019-20 with the tender documents.

TERMS AND CONDITIONS

The bidder should ensure that the following documents are part of the following:

(1) The Technical Bid:

- a) Annexure -II (duly filled in) along with necessary enclosures.
- b) Annexure – III
- c) Annexure - IV
- d) Self-attested copy of PAN CARD
- e) Self-attested copy of GST Registration Certificate
- f) Tender Document (all pages signed)

(2) The Financial Bid:

The bidder shall quote their 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 bidders [except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)] have to deposit Rs.20,000/- (Rupees Twenty thousand only) as an Earnest Money in the form of Demand Draft/Fixed Deposit/ Banker's Cheque or Bank Guarantee (should be valid 45 days beyond the final bid validity period) in favour of **RBI A/c Commissioner of Customs, Kolkata**, which will be returned as per Rule 170(ii) laid down in GFR, 2017. The Earnest

Money Deposit (EMD) has to be submitted to the Superintendent of Customs, SCH, Custom House, 15/1, Strand Road, Kolkata – 700001 and before the submission of bid in e-Procurement portal. Certified copy of the EMD need to be uploaded in e-Procurement portal with technical bid. Bid submitted without EMD will not be considered.

Interested firms/agencies are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment. In case of any doubt or need of any inquiry, the bidders may visit both the office premises located at Chemical Laboratory, Customs House and office located at 2nd Floor, in 1, Council House Street, Kolkata-700001 and may contact during office hours **the Superintendent of Customs (P), Shri. R.K. Tudu, (SCH) Mob No.8017132282 or Landline No 033-22304629.**

This issues with the approval of the competent authority.

Assistant Commissioner of Customs,
SCH: Custom House, Kolkata-01

Copy to:-

1. Computer Cell (For uploading in office website).
2. Notice Board.
3. File

ANNEXURE II
TECHNICAL BID

1.	Name of the Service Provider	
2.	Address	
3.	Mobile No.	
4.	E-mail id	
5.	Name & Address of the Authorized Representative with mobile no	
6.	Whether terms and conditions of the Tender is acceptable or not?	
7.	Details of experience in providing Outsourcing Services (enclose proof such as Performance Reports from clients (or) TDS copies) (Refer Clause II(i)(1) under Eligibility Criteria).	
8.	Permanent Account No.	
9.	GST Registration No.	
10.	ESI/EPF Registration No. (if already registered)	
11.	Whether the party is black listed by any Government Department or any Criminal case is registered against the party or its owner/partners anywhere in India	

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 will be blacklisted and will not have any dealing with the Department in future.

Signature of the bidder with date

Annexure – III

UNDERTAKING BY THE BIDDER

1. I/We undertake that my/our firm/Company M/s
.....not been blacklisted by any Govt.
Department/Public sector Undertaking/Autonomous Body.

2. ISon/Daughter/Wife of
Shri..... Proprietor/
Partner /Director/ Authorized signatory of M/s.
.....am competent to sign this declaration and
execute this tender document.

3. I have carefully read and understood all the term and conditions of the
tender and undertake to abide by them.

4. The information / documents furnished along with the above application
are true and correct to the best of my knowledge and belief. I/We am/are
well aware of the fact that furnishing of any false information / fabricated
document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above
statement at any stage, my/our concern/firm/company shall be
blacklisted and shall not have any dealing with the Department in future.

DECLARATION

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

Signature of Authorized person

Date:

Full name:

Place:

Seal:

Annexure – IV

TENDER ACCEPTANCE LETTER

(To be given on Company letter Head)

To,

The Principal Commissioner of Customs (AP&ACC),
Custom House,
Strand Road, Kolkata-700001

15/1,

Subject: Acceptance of Terms & Conditions of Tender.

Date :

Tender Reference No:

Name of Tender/Work:-

.....
.....

Dear Sir,

1. I/We have download/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No..... to (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.
3. The corrigendum(s) issued from time to time by your firm/company/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our firm/company/organization has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our firm/company/ organization is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your firm/company/ 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 including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)