



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF
CENTRAL TAX(AUDIT),
KOLKATA-II COMMISSIONERATE,
6TH FLOOR, BAMBOO VILLA,
169, A.J.C. BOSE ROAD, KOLKATA – 700 014.



C No.I(22)09/Misc/HQ Pool/ CGST/A-II/2017/

Dated :

TENDER NOTICE FOR SEALED QUOTATION REGARDING SUPPLY OF 20 LITERS PACKED MINERAL WATER BOTTLE (WITH BIS SPECIFICATION) ALONGWITH DISPENSER FOR WATER BOTTLE AT THE 5TH AND 6TH FLOOR OF THE OFFICE OF CENTRAL TAX (AUDIT), KOLKATA -II COMMISSIONERATE, 169, A J C BOSE ROAD, BAMBOO VILLA, KOLKATA -700014.

TENDER NOTICE

1. Sealed Quotation are invited from reputed agencies for supply of 20 litres packed mineral water bottle (with BIS specification) alongwith adequate number of dispenser for water bottle at the 5th and 6th Floor of the Office of the Commissioner of Central Tax (Audit), Kolkata - II Commissionerate, Bamboo villa, 169, A. J. C. Bose Road, Kolkata – 700 014. The tender notice along with terms and conditions (Annexure – I) can be obtained from the Assistant Commissioner (P & V), Office of the Commissioner of Central Tax(Audit), Kolkata - II Commissionerate, 6th Floor, 169, A. J. C. Bose Road, Bamboo Villa, Kolkata – 700014 during office hours on all working days or can be downloaded from the official website <http://www.cbec.gov.in>. The tender form for sealed quotation in prescribed proforma containing two separate sealed envelopes, one for Technical bid (Annexure – II) and the other containing Financial bid (Annexure – III) should be clearly marked / superscribed as “**Technical Bid**” or “**Financial Bid**” on the respective envelopes. Technical bids should contain all the relied upon documents as specified in the Annexure – II. **The Financial bid will be taken up only if the Technical Bid is found to be in order; else the tender will be outrightly rejected.** The sealed quotation complete in all respect containing sealed Technical Bid & Financial Bid should be submitted in a sealed covers addressed to the **Assistant Commissioner (P&V), Central Tax (Audit), Kolkata - II Commissionerate, 6th Floor, 169, A. J. C. Bose Road, Bamboo Villa, Kolkata – 700 014** by 16:00 hrs. of 31.01.2018. Only the bids complete in all respects received by 16:00 hrs. of 31.01.2018 will be considered.
2. If the tenders are sent by post/courier, it should be ensured that cover should be sealed in such a way so that it remains intact at the time of reaching destination without any damage or loss. This office shall not be responsible for damage on account of postal/courier services.
3. The bidder is required to sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and also submit the same along with the bid.

4. Interested bidders / parties / agencies having experience of providing / supplying of 20 litres packed mineral water bottles to Central or State Government offices / PSUs etc., and also willing to comply with the general terms and conditions mentioned herein after in this notice (Annexure – I) may submit their bids / tender / quotation in the prescribed format (Annexure – II & III) in sealed condition superscribed as **“Tender for supply of 20 litres packed mineral water bottles.”**

Encl:

- 1) Annexure – I, II, III & IV

(BasudevPanja)
Assistant Commissioner (P&V)
Central Tax (Audit),
Kolkata Audit-II Commissionerate

C No.I(22)01/Misc/GL/ CE/A-II/20176/

Dated :

Copy forwarded to :

1. The Deputy / Assistant Commissioner (Hqrs.) of CGST, Kolkata North / Kolkata South / Howrah / Haldia / Kolkata Audit-I /Appeal-I /Appeal – II /Bolpur / Durgapur Audit-II /Siliguri Commissionerate for information and with request that copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for supply of 20 litres packed mineral water bottles.
2. Notice Board of Kolkata Audit-II Comm'te, 6th Floor, Bamboo Villa, Kolkata,
3. The Deputy / Assistant Commissioner (Systems) of Kolkata Audit – II Comm'te, Kolkata with the request for uploading the Tender notice in the departmental website and on the Central Public procurement portal for the necessary action for the processing of E-procurement.

(BasudevPanja)
Assistant Commissioner (P&V)
Central Tax (Audit),
Kolkata Audit-II Commissionerate

GENERAL TERMS AND CONDITIONS

1. The competent Authority of the office of Commissioner Central Tax (Audit), Kolkata – II Commissionerate reserves right to reject / cancel any or all bids received without assigning any reason(s) thereof. No correspondence in this regard will be entertained.
2. The number of 20 litres packed mineral water bottle may be increased / decreased depending upon the requirement of this office.
3. The rates quoted, should clearly specify whether GST are applicable, and, if so, at what rate? In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all types of taxes.
4. The period of contract shall be for one year initially from the award of the contract subject to further extension thereafter. The bidder will have to supply the mineral water at the 5th and 6th Floor of Bamboo villa, 169, A. J.C. Bose Road, Kolkata – 700014. No transportation charges will be paid.
5. Any modification in offer after the opening date will not be considered. No request for escalation in rate shall be entertained on account of any reasons during the period of the contract.
6. This office reserves the right to seek clarification or verification of any information supplied by the bidder.
7. The estimated quantity to be given on every day basis at the above mentioned buildings / locations, may vary depending upon the climate and the requirement.
8. Pre receipted bill for a month shall be submitted by the supplier in duplicate on or before 10th of succeeding / subsequent month. The payment shall normally be made within the month in which the bills are submitted by ECS through Bank..
9. In case there is any lapse found in the service provided, this office reserves the right to terminate the contract without any notice / reason(s)
10. The bidder should be authorized distributor / stockist of drinking water. A certificate in this regard may be enclosed in the bid.
11. A penalty of Rs. 5,000/- (Rupees Five thousand only) will be imposed, if it is found, after enquiry, that water supplied is below the desired standard or contaminated water is supplied. In case of frequently supply of such water, the contract will be cancelled forthwith and security deposit forfeited. The firm will be black listed.

12. Dispute, if any, arising in the matter shall be settled by an arbitrator to be nominated by this office.
13. The contract shall be subject to Indian Laws and jurisdiction of Kolkata court.
14. The sealed quotation will be opened at 1400 Hrs on 01.02.2018.
15. The bidders may remain present personally or through duly authorized representatives at the time of opening of sealed quotation at the chamber of the **Additional Commissioner, Central Tax (Audit), Kolkata – II Commissionerate, 6th Floor, Bamboo villa, 169, A. J. C. Bose Road, Kolkata – 700014.**
16. For more information, the under mentioned officer may be contacted –

**SUPERINTENDENT (HQ. POOL)
CENTRAL TAX (AUDIT)
KOLKATA – II COMMISSIONERATE
6TH FLOOR, BAMBOO VILLA
169, A. J. C. BOSE ROAD
KOLKATA - 700014**

ANNEXURE – II

TECHNICAL DETAILS

(To be submitted in a separate sealed envelope superscribed as “Technical Bid”)

Sl. no.	Particulars	To be filled by the Tenderer / bidder
01	(a) Name of the Firm / Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) E – mail address	
	(g) Name of business partner, if any	
02	(i) License number (copy to be enclosed)	
	(ii) copy of the test reports of drinking water to be enclosed	
03	PAN Number (copies to be enclosed)	
04	TIN Number (copies to be enclosed)	
05	GST Registration Number (Copies to be enclosed)	
06	List of Govt. Ministries / Departments / PSUs showing experience in the field (copies of contracts / orders placed on the agency during last 03 years should be attached)	
07	Whether the firm is authorized dealer / stockist of drinking water (please enclose certificate)	
08	Whether terms and conditions of the Tender is acceptable or not [please attach copy of terms and conditions (Annexure – I) duly signed as token of acceptance of the same]	
09	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partners anywhere in India [if no, an undertaking to this effect is to be attached in this regard (Annexure – IV)]	

Date:
Place:

(Signature of the authorized person)

Name:
Designation:
Seal

FINANCIAL BID**(To be submitted in a separate sealed envelope superscribed as "Financial Bid")****QUOTATIONS FOR SUPPLY OF 20 LITRES PACKED MINERAL WATER BOTTLE / JAR**

1. Name of the Party / Organization / Firm:
2. Address of the party / Organization / Firm) :
(with Telephone / Mobile No., Fax No. & E-mail id)
3. Name and Address of the Proprietor/Partners/Directors :
4. Quotation Details :

Sl. No.	Type if packed jars / bottles required	Name of Brank	Rate per jar / bottle	Rate of taxes, if any	Total Amount including of taxes
1	2	3	4	5	6
	20 Litres packed mineral water jar / bottle alongwith dispenser for water bottle				

Authorised Signatory
(Signature with date)

Name of the Party

DECLARATION

(To be submitted with the Technical Bid)

1. I, _____, son/daughter/wife of Shri _____, Proprietor / Director / Authorized signatory of the (Agency / Firm) _____ am competent to sign this declaration and execute this tender documents;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I also declare that I / we or my / our firm has not been black listed by any Government Department / Organization as on date of submission of the Bid / Tender;
4. The information / documents furnished alongwith the application are true and authentic to the best of my knowledge and belief. I / we am / are well aware of the fact that furnishing of any false / misleading information and / or fabricated document would lead to rejection of my tender at any stage.

Date:
Place:

(Signature of the authorized person)

Name:
Designation:
Seal