



भारत सरकार
GOVERNMENT OF INDIA
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOM(AIRPORT & ADMN.)
सीमा शुल्क सदनकोलकाता ,
15/1, STRAND ROAD, CUSTOM HOUSE, KOLKATA-700001
E-mail- scp.sch.kol@gmail.com /Tel. No.- 033-2230-4629

F.No.S39-117/03 P (Pt-III) SCH

Dated: 04 .12.2017

FUMIGATION IN THE CHAMBER OF COMMISSIONER OF CUSTOMS (APPEALS) AT (3RD FLOOR) AND THE CHAMBER OF PS TO COMMISSIONER OF CUSTOMS (APPEALS) AT (3RD FLOOR) AND APPEAL UNIT AT (2ND FLOOR) OF CUSTOMS HOUSE KOLKATA, 15/1, STRAND ROAD, KOLKATA-700001.

NOTICE INVITING E-TENDER

E-quotations are invited in the prescribed proforma from reputed firms/contractors for fumigation as per Annexure – I at the Appeal Unit, Chamber of the Commissioner of Customs (Appeals) and PS to Commissioner of Customs (Appeals), Customs House, 15/1, Strand Road, Kolkata-700001.

The Technical Quotation and Financial Quotation are to be submitted separately at www.eprocure.gov.in.

ANNEXURE — I

Location of Work: Chamber of the Commissioner of Customs (Appeals) at 3rd Floor and the chamber of PS to the Commissioner of Customs (Appeals) at 3rd Floor and Appeal unit at 2nd Floor, Custom House, 15/1, Strand Road, Kolkata-700001.

Work Specification

1. **Area [including Furniture & Fixtures (Wooden)] required to be fumigated –**
 - a. Commissioner of Appeal's Chamber -450 SQFT (Approx.) 3rd Floor,
 - b. PS to Commissioner Appeal's Chamber -230 SQFT (Approx.) 3rd Floor and
 - c. Appeal Unit - 1200 SQFT (Approx.) 2nd Floor
2. Scope of Work: This specification is intended to carry out termite control Dust cleaning /removing and fumigation and all related work for protection of files, Books, journal, documents and other valuable materials/equipments preserved in the department.
3. To depute person/s every quarter to carry out fumigation work.
4. The work should be completed within two days i.e. Saturday & Sunday on quarterly basis.
5. Arrange all the books, files, journals and other items in a manner where Chemical will reach.
6. Carry out fumigation of wooden furniture/s.
7. Contractor has to personally check that all places as mentioned above are fumigated properly.

Materials:

1. Only dry chemicals/materials should be used.
2. Any type of inflammable chemicals should not be used.
3. Avoid all type of hazardous chemicals, preferably herbal way to be used.
4. All material shall be used for cleaning, maintaining equipment by the contractor will be at his own expense and also transport arrangement and should not be charged separately.

Time Schedule:

1. The work should be done for a period of one year on every quarter from the date of receiving of work order.
2. Party/Firm should inspect the place of work before submitting the Quotation.

General Condition:

1. All the required tools, kits, consumables shall be arranged by the contractor at the work site at his own cost and also transport arrangement.
2. The contractor shall be responsible for safety of his persons, belongings, tools, and equipments during execution of work.
3. Any damages caused to any office property or to any person at the time of execution of work the contractor will be held responsible and compensation will be charged.

Payment terms- Half Yearly.

Quotations should be submitted as per Annexure I, with specifications as appended above:

Only the branded items should be used and relevant certificates must be enclosed in the technical bid portion. The bidder should attach the picture/catalogue/experience in the field of work of the items with detailed specification.

ANNEXURE - II

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** complete in all aspects, shall be submitted to e-procurement website: www.eprocure.gov.in 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-tenderer 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 rates at "Rate/Unit" (in both words and figures)** which should include all charges & taxes and the same would not be payable over and above the rates thus quoted.
3. The tenderers are advised to inspect the place with prior appointment, before quoting. No inspection charge will be made.

4. **This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same without assigning any reason thereof.**
5. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.
6. The e-tender forms may be rejected if it is not complete in any aspect.
7. The short listed e- tender and the successful bidders will be intimated about the Award of Contract to them.
8. Late submission of e-tenders will not be accepted by the website.

II. TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

- A) The bidder must have GST Registration. Registration certificate copies should be enclosed failing which his bid will be technically rejected.
- B) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.
- C) All the critical dates is mentioned on e-procurement website.

III. OTHER IMPORTANT TERMS AND CONDITIONS

- A) If at any stage the number of bidder is less than 3, the tender will be stand cancelled.
- B) Supply of the part of the items mentioned in Annexure I will not be entertained.
- C) The quotation should specify the ISI/other recognized branded materials to be used for fumigation and price should be inclusive of all taxes and all other charges including installation.
- D) Successful bidder has to complete the process of fumigation within two days preferable on holidays i.e. Saturday and Sunday in presence of the departmental staff and completion certificate pertaining to successful commissioning of fumigation should be submitted after due certification by the competent authority (Appeal Unit, Custom House, Kolkata).

- E) No advance payment will be provided to the vendor. Half yearly payment against Bill/Invoice shall be released only after completion of fumigation to the satisfaction of the competent authority.
- F) The successful bidder on award of contract need to submit 10% of bid value as performance security in the form of **Bank Guarantee (BG)** executed in the name of “**The Commissioner of Customs RBI Account, Kolkata**” before commencement of work and should remain valid for 14 months.
- G) In case of any change in Terms and Conditions, Addendum or Corrigendum will be issued and the bidder shall abide by the same.

The Technical Bid

- a) Annexure III (duly filled in) along with necessary enclosures and other supporting document.
- b) Tender Document (all pages signed)
- c) All the documents mentioned in the Terms and Conditions
- d) Annexure IV
- This issue with the approval of the Joint Commissioner of Customs (A&A).

Sd/- 04.12.2017
Assistant Commissioner of Customs
SCH, Customs House, Kolkata

Copy to:

1. Computer cell (for uploading on website)
2. Hindi cell (for Translation)
3. Notice Board

Sd/- 04.12.2017
Assistant Commissioner of Customs
SCH, Customs House, Kolkata

ANNEXURE – III

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION

01	Name of the Supplier	
02	Address along with Contact Number	
03	Name, Address and Contact Person	
04	GST registration number	
05	Brand name of the product to be used for fumigation.	
06	Other certificates included (Give the names of certificates which have been included) Working experience in this field.	

ANNEXURE-IV

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

Date:

To
The Commissioner of Customs, (A&A)
S.C.H. Section, Custom House,
15/1, Strand Road, Kolkata-700001

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 as per your advertisement. .
2. I.....Son/Dau
ghter/Wife of
Shri.....Proprieto
r/Partner/Director/Authorized signatory of
M/s.....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.

Yours Faithfully

Date:

Signature of the authorized Signatory of the
firm/ Company/Organization

Place:

Office Stamp/Seal: