



भारत सरकार  
वस्तु एवं सेवा कर आयुक्त का कार्यलय  
सिलीगुड़ी आयुक्तालय  
सी.आर. बिल्डिंग, हरेन मुखर्जी रोड, हाकिमपाडा, सिलीगुड़ी  
GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF GST  
SILIGURI COMMISSIONERATE  
C.R.BUILDING, HAREN MUKHERJEE ROAD, HAKIM PARA, SILIGURI

F.No.: I(4)5/Himachal Vihar/HQ/SLG/COM/2015

Date:24.05.2018

**NOTICE INVITING QUOTATIONS FOR 'EXPRESSION OF INTEREST' TO  
UNSKILLED HOUSE KEEPING SERVICE AT DEPARTMENTAL GUEST HOUSE**

The Office of the Commissioner of Siliguri GST Commissionerate invites tenders under two-bid system from unskilled service providers to provide housekeeping service at the Departmental Guest House under Siliguri GST Commissionerate.

Interested persons are required to submit their bids separately as per two bid systems i.e. Pre-Qualification and Financial bid separately in two different sealed envelopes in the prescribed proforma. These envelopes shall be super-scribed "**FINANCIAL BID**" and "**PRE-QUALIFICATION BID**" and put inside a bigger sealed envelope which shall be super-scribed with the words, "**TENDER FOR HIRING OF UNSKILLED HOUSE KEEPER**" and addressed to "The Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Siliguri, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara Siliguri -734001. The bids should not be above the minimum wages fixed as per the Gazette of India, Ministry of Labour & Employment, Government of India .

Interested persons can deposit their quotations in sealed envelope up to **05.00 p.m.** on or before **04.06.2018** to the Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara Siliguri -734001. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX, E-Mail or any other means of electronic communications will be entertained. The said sealed tender box and sealed envelopes of Pre-Qualifying bids therein shall be opened in the chamber of the Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara, Siliguri by the Tender Committee constituted by this office on **05.06.2018** at 12.30 pm. The Pre-Qualification bids will be evaluated by the Tender Committee on **05.06.2018**. The Financial Bids of only those bidders shall be opened, whose Pre-Qualification Bids are qualified. The Financial Bids will be opened on the next working day at 12:30 AM in the office of the Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara, Siliguri.

The persons who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose.

The format of the Pre-Qualifying Bid and Financial Bid is enclosed as Annexure A and Annexure B.

NOTE: Annexure "A" & "B" are to be filled for each service provider being offered in separate envelopes.

### **SCHEDULE TERMS AND CONDITIONS**

1. The contract shall be valid initially for a period of two years from the date of work order and thereafter it may be extended for a further period, as may be necessary, on mutual agreement.
2. The bidder is required to submit the Pre-Qualification and Financial bids as per Annexure A and B in sealed envelopes. Both Pre-Qualification and Financial bid should be placed in one sealed envelope.
3. The financial bid would be considered only after the Pre-Qualification bid is evaluated.
4. The approved bidder (in respect of both Pre-Qualification and Financial bids in the above process) would have to enter into an agreement containing suitable terms and conditions which inter-alia contain those which are contained in this tender notice.
5. The bidder to whom the contract is allotted shall work as house keeper at the Departmental Guest house also run on holidays as per the requirement of the Department.
6. The bidder to whom the contract is allotted is completely responsible for the upkeep and maintenance of the Guest House Rooms, Kitchen, all utensils, other equipment provided by the Department to the bidder. The approved bidder is also responsible for cleanliness of the Guest House, its cooking / storage areas and safe and hygienic disposal of the kitchen waste.
7. The premises, utensils, electricity shall not be utilized for any other purpose other than for running the Guest House.

Sd/-  
Asst. Commissioner (Estt.)  
Siliguri GST Commissionerate

Copy to :

1. Notice Board of office of the Commissioner, Siliguri GST Commissionerate, Siliguri.
2. Copy through e-mail to [webmaster.cbec@icegate.gov.in](mailto:webmaster.cbec@icegate.gov.in) for posting it on CBEC website ([www.cbec.gov.in](http://www.cbec.gov.in))

**ANNEXURE-A**

**QUALIFYING BID DOCUMENT**

1. Name of the Person:
2. Address of the Person:  
(with Contact Number)
3. I have attached photocopy of proof of identity: Yes/No
4. I have attached photocopy of PAN: Yes/No
5. Photocopy of person attached: Yes/No

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage would lead to reject of my tender at any stage.

Date:

Signature of person

Full Name:

Place:

Address:

**ANNEXURE-II**

**FINANCIAL BID DOCUMENT**

1. Name of the person:
2. Address of person:  
(with contact number)

<b>Name of Work</b>	<b>Rate (per month inclusive of all taxes)</b>
Unskilled House Keeper	

Total Cost in words: \_\_\_\_\_

“I have read terms & conditions of the Tender Notice.”

Date:

Signature of person