



OFFICE OF THE COMMISSIONER OF CGST CUSTOMS & CENTRAL EXCISE,  
48, ARRERA HILLS, HOSHANGABAD ROAD BHOPAL (MP)

F.No. I(11)1/2012/Admn./Hqrs/

Bhopal Dated 7<sup>th</sup> Sep. 2017

**NOTICE INVITING E-TENDER**

The Commissioner of CGST Customs & Central Excise, Bhopal , on behalf of the President of India, invites E- Tender ( ie. Technical Bids and 2) Financial Bids )from reputed vendors/ firms having rendered services to reputed organizations under Govt. of India, CPWD, PWD (Government of Madhyapradesh), PSU and having good track record and work experience for **Furniture Work, & Fixing of Office Equipment** on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor of 35-C New Building Arrera Hills Bhopal.

**Scope of Furniture Work, and & Fixing of Office Equipment are detailed in Annexure- A,**

1. Online bids are invited on single stage two bid system for “supply of furniture and Fixture”.
2. Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under.

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>14/09/2017 at 12.00 hrs</b>
<b>Bid Document Download Start Date</b>	<b>14/09/2017 at 18.30 hrs</b>
<b>Clarification Start Date</b>	<b>14/09/2017 at 18.30 hrs</b>
<b>Clarification End Date</b>	<b>18/09/2017 at 13.00 hrs</b>
<b>Pre bid meeting</b>	---

<b>Bid Submission Start Date</b>	<b>25/09/2017 at 18.00 hrs</b>
<b>Bid Document Download End Date</b>	<b>03.10.2017 at 15.50 hrs</b>
<b>Bid Submission End Date</b>	<b>03/10/2017 at 17.00 hrs</b>
<b>Bid Opening Date</b>	<b>04//10/2017 at 17.00 hrs</b>

### 3. Bid Submission:

**Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.**

**Service Providers have to follow the terms and conditions provided in the Annexure-I and “Instructions to Bidder for Online Bid Submission” provided in the Annexure “II” for online submission of bids –**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/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 EMD would be forfeited and tenderer is liable to be banned.
5. Intending service providers are **advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.
6. Applicant /service provider must provide Earnest Money Deposit (EMD) in the form of **Bank Guarantee amounting to Rs 75000/- (Rupees Seventy five thousand Only )** in favour of Commissioner of CGST Customs & Central Excise, Bhopal.

7. The **Hard Copy of original Documents** in respect of Earnest Money, must be delivered to the Additional Commissioner, of CGST Custom and Central Excise, Bhopal, Administrative Area 48 Arrera Hills Bhopal **before bid opening date/time as mentioned in critical date sheet**. Tender shall likely to be liable for rejection for non-submission of original payment documents / instrument against the submitted bid.

8. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

### **Submission of Tender**

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **Technical Bid**

The following documents are to be furnished by the Service Provider along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of **proof for payment of Earnest Money Deposit i.e Bank Guarantee**.
- ii) Signed and scanned copy Certificates of GST registration.
- iii) Signed and scanned copy of Certificate of PAN No.
- iv) Signed and scanned copy of Income Tax Return for last 3 financial years.
- v) List of Govt. Organization/ PSUs / Private Parties to whom service is being provided presently.
- vi) Undertaking that bidder is not black listed by any Organization/ Govt. Department by any reasons.

- vii) Signed and scan copy of list of Organizations to whom bidder has provided service in the last two financial year.
- viii) Shop and Establishment Registration No. at Bhopal place.
- (ix) Signed and scanned copy of Annexure 'A' (Technical Bid) of Tender.

**PRICE BID**

- (a) Signed and scanned copy of Annexure 'B' (Financial Bid) of Tender.
- (b) Schedule of price bid in the form of BOQ as Annexure "C" for furniture and fixture in .xls

**Schedule of price bid in the form of BOQ for furniture and fixture .xls** (Annexure-C)

The above mentioned Financial Proposal/Commercial bid format is provided as BoQ\_ for furniture and fixture .xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ for **furniture and fixture** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify 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 EMD would be forfeited and tenderer is liable to be banned.

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes as GST and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory

(Signature of the Authorized Person)

## CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

**BID CHECKLIST**

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money. Envelop should be marked as "Tender for Supply of furniture and Fixture and addressed to Commissioner CGST Customs and Central Excise 48, Arrera Hills Bhopal

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed		
2.	Tender Acceptance Letter		

3. Letter of authorization to submit bid.

**Signature**

ANNEXURE- ITERMS AND CONDITIONS:

1. The bidder must be a registered firm / company.
2. The list of the Govt. Organizations / PSUs/ private parties to whom the bidder has provided service in the last two years. should be attached with the technical bids.
3. Bidders will have to provide Income Tax return for last three financial years.
4. Turnover of the service provider should not be less than **Rs. 75 Lakh** per annum during the financial year 2016-17.
5. The service provider shall provide a self-attested copy of the firms / proprietor's PAN Card and GST registration certificate. The bidder should be registered under shop and established at Bhopal
6. The Agency whose bid is found to be acceptable by this office shall prior to the engagement of its services certify in writing to this office that the terms and conditions of the tender have been read and understood.
7. The service provider must submit an undertaking that neither he nor his firm has been blacklisted by any organization/govt. department for any reason as on the date of submission of the bid.
8. The service provider shall undertake to indemnify by this office against all damages / charges arising on account of or connected with the negligence of the service provider/ contracted agency or its staff or any person under his control whether concerning public or any person in general while executing the contracted work or otherwise and against all claims and demand thereof.
9. The bidders are required to submit two bids, i.e., **Technical Bid** and **Financial Bid** separately.
10. First, Technical Bid will be opened. If the Technical Bid is found to be eligible as per terms & conditions, only then the Financial Bid would be opened. If any tenderer has not submitted the Technical Bid, it is liable for rejection. The tenderer or his authorized representative can remain present at the time of opening of the tender/quotation.
11. The bidders are required to submit tender in respect of whole tender work i.e. Supply of furniture and fixing. If details as required in Annexure A, B& C found missing in tender, it shall be summarily rejected.
12. Details of viz. "After sales Services Facility" including name, address, contact Nos., etc. should also be mentioned in the offer. Rate must be shown in figures

as well as in words. **After Sales Service Facility is required to be given for a period of one years from the date of installation/commissioning in respect of non warranty items.**

13. Bidder should mention in their quotation/ tender specification of quality and brand of Material which they will use. Catalogues/ Full particulars of the Furniture/ Material should also be furnished with the quotation.
14. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
15. The quotation should be valid for at least 3 months. The work under the quotation shall be completed within **03 months** from the acceptance of offer and issue of order. For any delay in completion of the work beyond specified date, a liquidated damage of 0.5% of the tender price of the work for 15 days or part thereof, subject to a maximum limit of 10% of the tender price of the work, will be charged for the number of weeks or part thereof.
16. Tender once submitted shall not be withdrawn by the tenderer before its opening.
17. Payment against Bill/Invoice shall be released only after observance of satisfaction about the work done.
18. Quantity of the work indicated in Annexure C is subject to increase or decrease at the discretion of this office without assigning any reason.
19. The bidder should indicate the guarantee period in the quotation.
20. Quotation/Tender not fulfilling above terms and conditions shall not be considered. In case of any variance at any point or between amount quoted in figures and words, the amount quoted in words would be considered.
21. The authority reserves the right to cancel or postpone/ and /or extend the date of receipt, opening of bids or to withdraw the tender without assigning any reason thereof. The authority's decision will be final.
22. The successful bidder has to submit a Bank Guarantee valid for 2 year (Two year), issued by the Nationalized Bank within 7 days of acceptance of tender.

The Bank Guarantee amount should be 1% of the accepted bid amount. The competent authority of the Commissionerate reserves the right to encashment the Bank Guarantee in case the supplier fails to deliver the goods in time or fails to provide, the after sale service or the goods supplied is not satisfactory.

23. The supplier will be responsible for installation, operation and maintenance of the items/goods for the warranty period.
24. The office equipments are required to be billed and supplied within one month from the date of awarding of the contract and the required installation / fixing etc is required to be completed within 2 month of the remaining period.
25. The Office equipments should be in accordance with the make list enclosed with the tender.
26. Even though the Tenderers meet the stipulated criteria, they are subject to be disqualified if they have made misleading or false representation in statements, attachments submitted in proof of the qualification requirements and/or Record of poor inordinate delays in completion , litigation history or financial failure etc.
27. The interested tenderer may carry out necessary inspection on the site or work/measurement of work space from 18.30 Hrs. to 13.00 Hrs. from the date ranging from 14.9.2017 to 18.09.2017 before submitting tender, by taking prior appointment from Shri R.K.Vidyarthi, Assistant Commissioner (P&V) Office of the Commissioner of GST Customs & Central Excise, Bhopal 48, Arera Hills Bhopal.

Sd/

Additional Commissioner(P&V)

CGST Customs & Central Excise, Bhopal

F.No.I(11)1/2012/Admn./Hqrs/

dated 7th Sep., 2017.



**EXURE "A"****TECHNICAL BID DOCUMENT**

1. Name, Address and Telephone number of Service Provider :
2. Name, address, Mobile No. of the Proprietor/Partner/Directors of the firm:  
(In case of Partnership Firm, copy of partnership deed attached)
3. GST Registration Number:
4. PAN No.
5. Whether the bidder fulfils the general term and conditions.
6. The service provider must submit an undertaking that neither he nor his firm has been blacklisted by any organization/govt. department for any reason as on the date of submission of the bid.
7. Detail of EMD
8. Turnover of the bidder in the financial year 2016-17
9. The bidder should be registered under shop and established at Bhopal

I/We hereby declare that the above mentioned particulars are true and correct.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

Signature of Tenderer:

Name :

Seal/ Stamp:

Capacity in which signed

**ANNEXURE “B”**  
**FINANCIAL BID DOCUMENT**

1. Name, Address and Telephone number of Service Provider :
2. Name, address, Mobile No. of the Proprietor/Partner/Directors of the firm:  
(In case of Partnership Firm, copy of partnership deed attached)
3. Rate (Both in figure and words)

I/We hereby declare that the above mentioned particulars are true and best of my knowledge.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

Signature of Tenderer:

Name :

Seal/ Stamp:

Capacity in which signed

NS- LXV

F.No.I(11)1/2012/Admn./Hqrs.

Ref:-Tender process for supply of furniture and fixture for New Building regarding.

The CPWD Bhopal vide his letter dated 9.7.2017 submitted inventory of New Building 35-C Arera Hills Bhopal and requested to take the possession of the building as soon as possible and any further construction is required in the building the same be completed after requisition by the department after possession of the building.

In view of the above we have required to take the possession of the building and action is required for shifting of Chief Commissioner office and Commissionerare office except Legal , Review and Audit cell of the Hqrs. which is presently working at Paryawas Bhawan Bhopa,l at 35-C Arera Hills Bhopal shortly

Accordingly tender is prepared for supply of furniture and fixture and quotation may be called through e tender as per recommendation made by the committees member constituted by the Additional Commissioner (P&V) Bhopal namely Shri H.P.Singh Chief Accounts office, Shri R.K.Vidyarthi Assistant Commissioner (P&V), Shri Devesh Bhatt Superintendent (Prev) and Shri T.K.Ambulkar Superintendent (Admn.) and Shri dana Superintendent( CIU) for New Building 35-C Bhopal and the same may be uploaded after approval by the Competent Authority. Tender is placed opposite for perusal please.(Annexure A, B and C)

Put up for perusal and approval please.