



C No.II(39)5-Misc/HQ.Pool/ House Keeping/Kol-Audit-II/CGST2017/

Dated :

TENDER NOTICE FOR SEALED QUOTATION REGARDING HOUSEKEEPING SERVICES TO BE CARRIED OUT AT THE SPECIFIED AREA OF THE OFFICE OF CENTRAL TAX (AUDIT), KOLKATA -II COMMISSIONERATE, 169, A J C BOSE ROAD, BAMBOO VILLA, KOLKATA -700014.

TENDER NOTICE

1. Sealed tender are invited from experienced and registered contractors as illustrated in the technical bid for the work of providing Housekeeping Services such as cleaning, dusting, sweeping in the premises of the Office of the Commissioner of Central Tax (Audit), Kolkata - II Commissionerate along with toilets for 10,500 sq.ft. area situated at 5th Floor of 169 A J C Bose Road, Bamboo Villa, Kolkata – 700 014 for the period of one year from the date of order. The tender notice along with terms and conditions (as per Annexure –A) can be obtained from the Superintendent (Hqrs. &Admn.), office of the Commissioner of Central Tax(Audit), Kolkata - II Commissionerate, 6th Floor, 169 A J C Bose Road, Bamboo Villa, Kolkata – 700014 on all working days or can be downloaded from the official website <http://www.cbec.gov.in>. The tender form for technical bid and financial bid in proforma prescribed in Annexure – I & II complete in all respect should be submitted in two separate sealed covers addressed to the Assistant Commissioner (P&V) of Central Tax (Audit), Kolkata - II Commissionerate, 6th Floor, 169, A J C Bose Road, Bamboo Villa, Kolkata – 700 014 by 17.00 hrs.of 24 .10.2017. Only the bids complete in all respects received by 17.00 hrs. Of 24.10.2017 will be considered. The financial bids shall only be opened if all the terms and conditions of technical bid are fulfilled.
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 deal/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 technical bid.

(BasudevPanja)

Assistant Commissioner (P&V)
CGST, Kolkata Audit-II
Commissionerate

Enclosures:

- 1) Annexure-"A"
- 2) Annexure- I
- 3) Annexure-II

C No.II(39)5-Misc/HQ.Pool/ House Keeping/Kol-Audit-II/CGST2017/11648

Dated : 04.10.2017

Copy forwarded to :

1. The Superintendent (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 for wide circulation.
2. Notice Board of Kolkata Audit-II Comm'te, 6th Floor, Bamboo Villa, Kolkata,
3. Superintendent (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)
CGST, Kolkata Audit-II
Commissionerate

FINANCIAL BID
(Annexure – II)

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

Sl. No.	Name & Address of Office	Approximate area (sq. ft)	Proposed manpower deployment	Monthly Rate (per sq.ft.)	Total Amount
1	2	3	4	5	6

Authorised Signatory
(Signature with date)

Name of the Party

TECHNICAL BID
(Annexure – I)

1	Name of Organization/Firm :	
2	Name(s) of Proprietors/Directors :	
3.	Registered Address :	
4.	Telephone No. : Fax No. : Mobile No. : E-mail (if any):	
5.	Whether the firm is registered and license holder under Contract Labour (Regulations and Abolition)Act :	
6.	Registration No. of the firm (Copy to be enclosed) :	
7.	Permanent Account No. of the firm (Copy to be enclosed) :	
8.	Provident Fund Number/ESI Regn. No. allotted by Regional Provident Fund Office (if any) (Copy to be enclosed) :	
9.	Total Staff/workers of the firm :	
10.	Name(s) of Public Sector /Govt. organization to whom similar services have been provided by the firm during last three years :	

Authorised Signatory
(Signature with date)