



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CENTRAL TAX (AUDIT)
KOLKATA – II, KOLKATA, SYSTEMS
BAMBOO VILLA (5TH FLOOR), 169, A. J. C. BOSE ROAD,
KOLKATA-700 014



TENDER NOTICE

Sealed Quotation is hereby invited from the reputed firm(s) for the Annual Maintenance Contract for “Cleaning of Computers and peripherals” as mentioned below of the Central Tax (Audit), Kolkata-II Comm’te located in the 5th & 6th Floor and one room in the 3rd Floor of Bamboo Villa, 169, A J C Bose Road, Kolkata-700014. Rate of specified work should have to be clearly mentioned. All quotations should reach to the Assistant Commissioner (Systems), Central Tax (Audit), Kolkata-II Comm’te, Bamboo-Villa, (5th & 6th Floor), 169, A.J.C. Bose Road, Kolkata- 700014 by 17-00 hrs on 31/10/2018. It is mentioned here that firms that have at least 3(three) years of working experience of this or same kind of job in Govt. Offices/PSUs will be given preference. The proof of experience may be attached while submitting quotation for this Tender Notice.

This contract will be valid for One year from the date of Execution of the Contract. The firm will have a permanent representative.

Pre-Budget and Post Budget day will be included as regular working days. Apart from this, such holidays (e.g. Sunday/Govt. Holiday/ Other Holiday) may be utilized for attending arrear/urgent work as will be notified by the Comm’te in future occasion.

Sl.No.	Nature of Work	Place of Work	Number of PC’s along with Peripherals & Printers and AIOs
1.	Cleaning of Computers and peripherals and AIOs.	All Rooms/Chambers/Halls Sections of Central Tax (Audit), Kolkata-II Comm’te located in the 5 th & 6 th Floor and one room at 3 rd Floor of the Bamboo Villa.	a) 120 Nos. (approximately) of desk tops along with printers and peripherals and 28 Nos. of All -in-One (b) 3 Nos. of U.P.S

TERMS & CONDITIONS

- 1) All the quotations should be marked on the envelope “Quotation for Cleaning of Computers of Central Tax (Audit), Kolkata-II Comm’te, Bamboo-Villa, (5th & 6th Floor), 169, A.J.C. Bose Road, Kolkata- 700014. The authority reserves the right to cancel the Tender Notice at any time without assigning any reason thereof.
- 2) The Firms should have **valid** Trade license No. and **PAN No. & GST No.** and should submit the self attested copies of the same along with their quotations. Quotations without these documents will be rejected summarily without intimation.
- 3) Experience of Servicing in a Government Offices/ PSUs with the minimum experience as given above is an essential criteria. The proof of experience may be attached while submitting quotation for this Tender Notice.
- 4) Undertaking for quality assurance must be given. Cleaning of Computers and peripherals should be done on daily basis. The vendor will post one or two persons as necessary [carrying identity card issued by the vendor] during the office working hours in the office on all working days to attend any complaint about cleaning of the computers and their peripherals.

- 5) The Local Purchase Committee /Competent Authority of Central Tax (Audit), Kolkata-II Comm'te, Bamboo-Villa, (5th & 6th Floor), 169, A.J.C. Bose Road, Kolkata- 700014 reserve the right to cancel/disregard/ignore any offer without showing any reasons.
- 6) The quotation should be made in sealed envelope which should reach this office on or before **31/10/2018 by 17.00 hrs.**
- 7) Any quotations received after the closing date will not be entertained.
- 8) The price/rate quoted (per unit) shall be inclusive of all taxes of any government/local authority etc. as applicable to government department. No payment over and above the price/rate quoted shall be done by the department in respect of any such levies brought to the notice at a later date.
- 9) 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 delay/damage on account of postal/courier delay.
- 10) The rate/quotation price submitted by the bidder should be final and effective till one year from date of execution of contract. The claim of escalation/de-escalation of price will not be accepted during the above period.
- 11) No deviation in the technical specification will be accepted. Any violation thereof may lead to rejection of bid.
- 12) The payments shall be made on a monthly basis.
- 13) **All payments shall be subject to deduction of TDS, if applicable and any other taxes.**
- 14) Tender for Technical Bids and Financial Bids should be submitted separately in sealed envelope and marked as **“Technical Bid for External Cleaning of Computers and peripherals ”/ “Financial Bid for External Cleaning of Computers ”** which again have to put in a large envelope and addressed to the Assistant Commissioner (Systems), Central Tax (Audit), Kolkata-II Comm'te, Bamboo-Villa, (5th & 6th Floor), 169, A.J.C. Bose Road, Kolkata- 700014, marked **“TENDER FOR EXTERNAL CLEANING OF COMPUTERS AND PERIPHERALS ”**.
- 15) Sealed tender that is incomplete and not addressed to proper authority shall be rejected. The received Technical Bids shall be opened on **02/11/2018 at 15.00 hrs** and thereafter Financial Bids shall be opened at **16.00 hrs** on the same day in this office. **The financial bids shall be opened only when all the terms and conditions of technical bid is fulfilled.**

(MUKUL BIKASH GHATAK)
Assistant Commissioner
(Systems)
Central Tax (Audit)
Kolkata – II Comm'te

C.No. VI(30)9-C.Tax/Saksham-AIO/Audit/Kol-II/Sys/2017/21771-21785

Dated:-10.10.2018

1. Notice Board, Central Excise, Audit Commissionerate-II, Kolkata.
2. The Commissioner, Central Tax, Howrah, Haldia, Kolkata South, Kolkata North, Bolpur, Durgapur Comm'te,
3. The Commissioner, CC(P), Kolkata/ Central Tax (Audit), Kolkata –I / Durgapur Comm'te / Appeal – I /Appeal- II/Siliguri Appeal.
4. Supdt. HQ (Pool)/ AO, Hqrs.
5. webmaster.cbec@icegate.gov.in