

**Office of the Principal Commissioner of GST & Central Excise,
Post Box No. 81, Telangkhedi Road, Civil Lines, Nagpur-440 001.**

C. No. I(22)04/2018/Admn/N-I/

Nagpur, dated 21.03.2018

Sub :- Comprehensive maintenance contract of air Cooler installed in Central Excise, Hqrs. Nagpur for the summer Session – Reg.

This office hereby invites quotation for the comprehensive maintenance contract of Air Coolers installed in Central Excise, Hqrs. Civil Lines, Nagpur for the **Summer Session, 2018**. Interested person may inspect these coolers during office hours from 10.00 AM to 12.00 Noon with the help of Officer of Administration Branch

TERMS AND CONDITIONS :-

1. The period of contract for maintenance and service for Air coolers from **01.04.2018 to 30.06.18**.
2. The maintenance contract shall be on comprehensive basis (includes cost of all parts of Air Coolers and Electric Switch, wire, paint etc.).
3. In all Air Coolers the Khas Taties / Wood – Wool will be changed compulsory.
4. All faults including repairing / replacement / rewinding etc. will have to be rectified within 2 days from the date of complaint. If the party fails to perform repairing work within 2 days, the penalty of Rs.100/- per day per cooler will be imposed for the days of delay and the same will be reduced from the final bill.
5. The party whose quotation is accepted by this office will have to deposit **Rs.5,000/-** as Security deposit with the department and the same will be released only after completion of successful contract.
6. Department has the right to terminate maintenance contract at any time, if the service is not found satisfactory.
7. The payment will be released after completion of contract period,
- 8. Labour for water filling in tank is to be arranged by the party who gets the tender of Comprehensive maintenance contract of air Cooler.**
- 9. Number of coolers in Hqrs office is 44 Approx.**

The sealed quotation along with Demand Draft of Rs.5,000/- as earnest money in the name of Assistant Chief Accounts Officer, GST & Central Excise, Nagpur may be sent to the undersigned so as to reach this office on or before **26.03.2018 at 15.00 PM** positively. The rate may be quoted for one cooler on an average basis.

The details are available on www.cenexcisenagpur.nic.in and www.cbec.gov.in

FOR ANY CLARIFICATION IN THE MATTER AND/OR FOR INSPECTION OF THE PREMISES, PRIOR APPOINTMENT MAY BE MADE WITH SUPERINTENDENT(ADMN.), GST & CENTRAL EXCISE, NAGPUR-I, CIVIL LINES TELANGKHEDI ROAD, NAGPUR-440 001

TELEPHONE NO. : 0712 – 2549646.

**Assistant Commissioner(P&V)
GST & Central Excise, NAGPUR-I**

Sealed quotations are invited from the registered Contractors for the **Comprehensive Maintenance Contract of Air Coolers** installed in the office of the GST & Central Excise, Telangkhedi Road, Civil Lines, Nagpur for the **Summer Session, 2018**. Interested person may inspect these coolers during office hours from 10.00 AM to 12.00 Noon with the help of officer of Administration Branch.

1. Last date for submission of bids: **On or before 3:00 PM on 26.03.2018**. Any bid received by the purchaser after the aforesaid period, shall be considered a late bid and shall be returned unopened to the Bidder.
2. Place, time and date of opening the bid : **4:00 PM on 28.03.2018** the **Office of the Commissioner, Room No 215, GST & Central Excise, Telangkhedi Road, Civil Lines, Nagpur 440 001**

(Authorized representatives of the Tenderers may be present at the scheduled date and time of opening of the bid).

Note:- The Principal Commissioner, GST & Central Excise, Nagpur-I shall not be responsible for any postal or any other delay, which may lead to non-receipt/ non-delivery of bid documents. The Principal Commissioner, GST & Central Excise, Nagpur-I reserve the right to accept or reject any bid, and to annul this process and reject all bids at any time prior to award of the contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.

This Notice is available on the departmental website: www.cenexcisenagpur.nic.in and www.cbec.gov.in and in Department's Notice Boards at GST & Central Excise, Civil Lines, Telangkhedi Road, Nagpur.

(A) TERMS & CONDITIONS FOR TECHNICAL BID

1. The period of contract for maintenance and service for Air coolers shall commence from 01.04.2018 to 30.06.2018
2. The maintenance contract shall be on comprehensive basis (includes cost of all parts of Air Coolers and Electric Switch, wire, paint etc.).
3. In all Air Coolers the Khas Taties / Wood – Wool will be changed compulsorily.
4. Primary work for keeping the Air Coolers ready needs to be start from **01.04.2018**. The Air coolers must be readily available on or before **1st April, 2018**.
5. All faults including repairing / replacement / rewinding etc. will have to be rectified within 2 days from the date of complaint. If the party fails to perform repairing work within 2 days, the penalty of Rs.100/- per day per cooler will be imposed for the days of delay and the same will be reduced from the final bill.
6. The party whose quotation is accepted by this office will have to deposit **Rs. 5,000/- as 'Earnest Money' (Demand Draft in the name of the Assistant Chief Accounts Officer, GST & Central Excise, Nagpur-I)** with the department and the same will be released only after completion of successful contract.
7. The rate may be quoted for one cooler on an average basis.
8. Department has the right to terminate maintenance contract at any time, if the service is not found satisfactory.
9. The payment will be released after completion of contract period.
10. Persons to be deputed for the work should not be less than five.
11. **Labour for water filling in tank is to be arranged by the party who gets the tender of Comprehensive maintenance contract of air Cooler.**
12. **Number of Cooler in Hqrs Office is 44 Approx.**
13. **It will be responsibility of the party to ensure that bottom tank of each cooler has sufficient water in it during the office hours.**

A general undertaking that all terms and conditions of this Bid Document are acceptable. This needs to be signed by an authorized person of the applying firm.

Only the firms meeting the above technical terms and conditions should submit their quotations in sealed covers. Technical bid shall include documentary proof in respect of each of the above points of Technical Terms & Conditions.

(B) GENERAL TERMS AND CONDITIONS

1. The quotations should be addressed to the **Principal Commissioner, GST & Central Excise, Telangkhedi Road, Civil Lines, Nagpur-I** and should reach latest by **3:00 PM on 26.03.2018**. The rates should be inclusive of all taxes/levies.
2. Two separate bids, **Technical bid** and **Financial bid**, are required to be submitted. The Bids must be sealed in separate covers and then sealed in an Envelope addressed to **The Principal Commissioner, GST & Central Excise, Telangkhedi Road, Civil Lines, Nagpur-I**.
3. The Envelope should be superscribed **“Tender for Comprehensive Maintenance Contract of Air Cooler, due to open on 4:00 PM on 28.03.2018** It should be clearly noted that in case the tender submitted is not accompanied by all or any of the documents mentioned above, such tender is liable to be rejected.
4. The Principal Commissioner, GST & Central Excise, Nagpur-I, reserves the right to postpone and/or extend the date of receipt /opening of Quotation or to withdraw the same.
5. All the rates must be written both figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
6. **Escalation of rates:** The rates once approved shall be final and no escalation or deviation shall be accepted under any circumstances.
7. The Tenderer must comply with the Rates/Quotations, specification and all terms and conditions of Tender. No deviation in the Terms & Conditions of the Tender shall be entertained unless specifically mentioned by the Tenderer in the Rate/Quotations and accepted by the Commissioner, GST & Central Excise, Nagpur-I.
8. Payment will be made on submitting the bill after completion of work. **No advance payment would be made in any case**. The Tenderer will not have any legal right to proceed against the Department in event of late payment due to unforeseen reasons.
9. Tenderer shall in no case lease/transfer/sublet the work further.
10. **Termination of Contract:** Notwithstanding anything contained herein, Commissioner, GST & Central Excise, Nagpur-I, reserves the right to terminate the Tender at any time without incurring any financial liability to the Tenderer.
11. The Commissioner, GST & Central Excise, Nagpur-I, reserves the right to reject any or all tender(s) in part or in full without assigning reason thereof.
12. The Tenderers are required to submit the complete Quotation only after satisfying each and every condition laid down in the tender notice.
13. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
14. The rates quoted should be net and no discount, free services/offers quoted in the quotation will be considered.

Assistant Commissioner(P&V)
Customs, Central Excise & Service Tax,
NAGPUR-I

Copy to:

1. Notice Board.
2. The Web Manager, Directorate General of System & Data Management, 4th & 5th floor, Samrat Hotel, Chanakyapuri, New Delhi – 110021 for wide publicity through departmental website.
3. The Commissioner, Central Excise, Nagpur-II, for information please.
4. The Commissioner, Central Excise, Nagpur-I, for information please.
5. To the System Incharge Nagpur-I Commissionerate to download the same on departmental website.

PROFORMA FOR TECHNICAL BID

1. Name of the party :
2. Postal address :
3. Telephone No. :
4. Mobile No. :
5. Name of Contact Person/Authorized :
6. Mobile No. of Authorized Person :
7. Permanent Account Number (PAN) :
8. GST Registration No. :
9. Employees Provident Fund Registration No. :
10. Employees State Insurance Corporation Registration No. :
11. Shop Act Licence No. & Date :
12. Contract Labour Act Licence No. & Date its validity period :
13. Name & Address of Customer to whom :
14. Details of experience in the field :

(Note:- ATTACH ATTESTED PHOTO COPIES OF ABOVE ALL DOCUMENTS)

15. Financial soundness certificate details. The solvency certificate should not have been taken prior to one month from the date of issuance of the tender **(attach original letter of Bank)**
16. Minimum 05 no. of persons are required for water filling in cooler tank.

DECLARATION

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicated in Technical bid and I shall abide by them. I/We also understand the parameters of the proposed scope of work in Technical bid and shall abide by them also.

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any state. I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date :

Name of the Firm :

Seal :

PROFORMA FOR FINANCIAL BID

1. Name of the Tender :
2. Full address (with Telephone & FAX Number :
3. Rate per Sq. Mtr. Per Month (With Material) :
(including all taxes & EPF/ESIC/GST etc.)
4. No. of Labourers proposed to be engaged 05 persons :
5. Total amount to be paid per month :
(Including all taxes, amount to be paid under various Statutory Act and
Commission charged, if any)
6. Validity period of rates :
Rates should be indicated in both figures and words. If there is any
difference between the two said rates, the rates quoted in words will prevail.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/we shall be blacklisted and will not have any dealing with the department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

Signature of Authorized Signatory with date:

Name of the Firm:

Seal: