

	<p>भारत सरकार GOVERNMENT OF INDIA आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER केंद्रीय जीएसटी आयुक्तालय, गुवाहाटी 5th FLOOR, CENTRAL GST COMMISSIONERATE, GUWAHATI-781005 Phone No. 0361-2527775</p>	
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TENDER NOTICE FOR SHIFTING OF OFFICE FURNITURE




On behalf of the President of India, the office of the Commissioner, Central Goods and Services Tax, Guwahati invites bids from the vendors/service providers for shifting the entire office furniture/Computers/stationary available with Central GST Headquarters, Sethi Trust Building, Bhangagarh, Guwahati-781005 to the new GST building known as GST Bhawan, Kedar Road, Guwahati-781001 under two-bid system (Technical & Financial). Scope of work & General Terms & Conditions and are mentioned in the Tender document as **Annexure- 'A & B'** attached to this notice.

CRITICAL DATE SHEET

Date of publishing the tender	12.10.2018 (1500hrs)
Bid/Tender document download start date	12.10.2018 (1600hrs)
Last date of submission of Bid/Tender	29.10.2018 (1200hrs)
Date of opening of the Technical Bid/Tender	29.10.2018 (1400hrs)
Date of opening of Financial Bid/Tender	29.10.2018 (1600hrs)

The interested Parties/Service Providers are requested to submit their bids in sealed envelopes. The Tender documents/prescribed Forms & formats containing terms and conditions (Annexure "A", "B", "C" & "D") can be downloaded from the departmental website www.cbec.gov.in or www.centralexciseguwahati.gov.in. The sealed envelopes can be dropped in drop box kept in front of the PRO Office, 6th Floor, Sethi Trust Building, Bhangagarh, Guwahati-781005 by **29th Oct, 2018 by 1200hrs.**

Copy to:

1.  The Superintendent (System) CGST, Guwahati
2.  PRO, CGST, Guwahati (for publication in news paper)
3.  Notice Board.

sd/-
(Mamta Saini)
Deputy Commissioner

C.No. I(2)06/Tender/PRO/GST/GM4/2018/3338-40

dt 12/10/18

TENDER DOCUMENT

Annexure-“A”

SCOPE OF WORK:

1. Office furniture including tables, Chairs, Cupboards, Computers and its peripherals, Fax machines, Office records, Files & others stationary, Window/Split Air conditioners, and all other items available with this headquarters. The approximate no. of items to be shifted are listed below:

Sl No.	Name of the item	No./Qty
1.	Executive Table	10
2.	Executive Chair	11
3.	Superintendent Table	65
4.	Superintendent Chair	68
5.	Inspector Table	158
6.	Inspector Chair & visitor chairs	266
7.	Computer Table	98
8.	Computer Chair	55
9.	Almirah	274
10.	Bookself (wooden)	04.
11.	Bookself (Steel)	9
12.	Rack (big size)	120
13.	Computer Sets	106
14.	Printers	96
15.	Multifunctional Desk	04
16.	Sofa Sets	06
17.	Air Conditioners (Window & Split)	10
18.	Invertors	05
19.	Ceiling Fan	107
20.	Wall Mounted fan	05
21.	Standing fan	13
22.	Other small/sundry items	Substantial in number

2. The above mentioned furniture has to be dismantled, transported and reassembled with proper care without any damage under the supervision of the expert staff.

3. The work includes:

(a) Dismantling, cutting, removing the above items accordingly from the existing Central GST office, Sethi Trust Building, Bhangagarh, Guwahati and stacking the above items at the designated area of concerned branch.

- (b) Shifting the dismantled furniture and other items to the ground floor, load them in the transport carefully, transport to GST Bhawan, unloading there and shifting to concerned office at a allotted floor.
- (c) Assembling, refixing, refurbishing, modifying and placing all the furniture items as per the directions/requirement of the officers of that branch/office.
- (d) Cleaning & checking the items of their serviceability and polishing of the assembled furniture if damaged.
- (e) Cleaning the entire floors after carrying out the task completely.

Note: Interested vendors/service providers can visit both the office premises between 1100hrs to 1700 hrs during working days from 12.10.2018 to 28.10.2018 for estimation of the work involved.

3. Terms and Conditions:

- I. The Technical and Financial bids should be kept in a separate sealed covers, with **“Technical Bid” and “Financial Bid”** super-scribed on the envelopes. These two sealed covers may be kept in another big sealed cover along with the tender documents, with **“Tender for Shifting of office Furniture”** subscribed on the envelopes. The name and full address of the agency/firms must be mentioned on each envelope. **The Technical Bids will be opened on 29.10.2018 at 3 PM** in CGST Hqrs. Guwahati where the tenderers or their authorized representative can also be present. The date to opening of financial Bid will be announced after the evaluation of Technical Bids. Tenderers who do not qualify/fulfill the requirement as specified in Technical Bid, their financial bids will not be opened or considered for finalization of award of work. Incomplete tenders and those without proper EMD shall be summarily rejected.
- II. **Earnest Money Deposit:** The tender complete in all aspects is required to be submitted along with the E.M.D. of Rs. 25000/- (Rupees Twenty Five Thousand Only) in the form of D.D. drawn in favour of **“Commissioner, Goods & Services Tax”** payable at **“Guwahati”**. The EMD in the form of DD should be kept with the Technical Bid. The EMD of unsuccessful tenders will be refunded only after completion of the tender process.
- III. The contractor shall procure trained staff for dismantling and assembling the furniture and depute an efficient person for liasoning with the officers and getting directions for the said work.
- IV. Good quality of transport vehicles should be hired for this purpose.
- V. The vendor/service provider shall have the working experience of the similar work at PSU/Govt. organization/Educational Institutions/ Private Institutions etc in the near past (Proof of the same has to be provided).
- VI. The Contractor shall make all damage/loss which may be caused by any act or default of the Contractor, his agents or servants or workers to any property of department, with the option to have damage or loss otherwise made good by charging the Contractor with the expenses or damage to any items will be indemnified by the vendor/service provider and the final bill/payment will be made after ascertaining the net loss during the shifting process

VII. The Commissioner of CGST, Guwahati reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

Technical Bid - (Annexure-C)
**(Technical Bid should be kept in separate sealed cover super scribing
 "Technical Bid" on it).**

Eligibility Criteria

1. A reputed vendors/service provider having sufficient experience of office shifting services to a Govt. Sector/PSUs/Educational Institutions/ Private Institutions etc.

S.No.	Descriptions	To be filled by the Bidder
1.	Name of the Tenderer/bidder	
2.	Please specify as to whether Tenderer is sole Proprietor/Pvt. Ltd./ Partnership Firm (Name & address of partner should be specified in this case).	
3.	Details of Tender Cost i.e. E.M.D.	Rupees Twenty Thousand Only Draft No. Issuing Bank

2. Details of experience: Please indicate the details of experience in the proforma below with proper proof of experience.

Sl.No.	Period		Organization/Agency
	From	To	
1.			
2.			
3.			

3. The self attested copies of following documents must be enclosed:

- a. Registration certificate copy with GST/PF/ESI Departments.
- b. PAN card No. of the Registered Firm.
- c. Address proof.
- d. ID Proof.

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 will be blacklisted and will not have any dealing with the Department in future.

Signature & Seal of the tenderer with Date

Name & address of the Tenderer.....
 Contact No.....

Financial Bid (Annexure-D)

(Keep this Financial Bid in separate sealed envelope)

Name of Work: *ex* Shifting the entire office furniture/Computers/office records & files/stationary available with Central GST Headquarters, Sethi Trust Building, Bhangagarh, Guwahati-781005 to the new GST building known as GST Bhawan, Kedar Road, Guwahati.

Sr. No.	Name of the Work	Amount of bid (Rs.)	GST (Rs.)	Total (Rs.)
1	As per scope of work			

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 will be blacklisted and will not have any dealing with the Department in future.

Signature & Seal of the Tenderer with Date

Name & address of the Tenderer.....

Contact No.....