



DIRECTORATE OF COMMERCIAL TAXES
GOVERNMENT OF WEST BENGAL

Office of the senior joint commissioner
Commercial Taxes , Kharagpur Range

Rupnarayanpur, jakpur, Paschim Medinipur -721301



TENDER NO:

DATED: 23/02/2018

Name of the Work: Engagement of agency for (1) supply of Ceiling fans and pedestal fans etc. (2) supply and operation of copier machines , at the Offices of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Range , Chichira Outpost , Sonakonia Outpost , Haldia Outpost

Tenders , Quotations are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies/ LLP's etc . for (1) **supply of Ceiling fans and pedestal fans etc. (2) supply and operation of copier machines , at the Offices of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Range , Chichira Outpost , Sonakonia Outpost , Haldia Outpost** .as per details given below having experience of rendering similar services .

SUBMISSION & OPENING OF TENDER

Last date & time of submission of tender	08 th March , 2018 at 01:00 PM.
Date of Opening The Technical Bid of Tender:	08 th March , 2018 at 02:00 PM..
Date of Opening The Price Bid of Tender:	Immediately thereafter

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of that office. Bills for the said services rendered will have to be raised on monthly basis for a calendar month or part thereof, as the case may be and submitted to that office within the 15th of the month next to the concerned month.

SCOPE OF WORK:

(1) **supply of Ceiling fans and pedestal fans etc at the Offices of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301 for its Offices at Kharagpur Range , Chichira Outpost , Sonakonia Outpost , Haldia Outpost for the period 16-03-2018 till 31/10/2018**

Kindly upload.
CTO (S. Bandopadhyay)
[Signature]

Sl.No.	Services at	No. of fans required	No. of pedestal fans required	Period
1	Kharagpur Range	72	04	From 16-03.2018 to 31.10.2018
2	Chichira Outpost	30	04	
3	Sonakania Outpost	34	04	
4	Haldia Outpost	08	02	

- a) Providing the supply & service for 24 hours round the clock at the premises mentioned above
- b) Observance of instructions pertaining to operational aspects issued by the Authorities from time to time.
- c) Repairing , servicing and maintaining the same through its own mechanisms / personnel ensuring un interrupted use of the same . In case equipment needs to be replaced it should be done immediately at the cost and expenses of the Tenderer so that there is no disruption of our duties .

2) supply and operation of copier machines for making copies

Sealed quotations are invited from interested persons preferably with experience in the related job for supply & operating of copier machines at Kharagpur Range and various offices in the district of Paschim Medinipur & Jhargram for the period 16/3/2018 to 31/03/2019.

Sl.No.	Services at	No. of copier machines required	Period
1	Kharagpur Range	01	From 16-03.2018 to 31.03.2019
2	Chichira Outpost	01	
3	Sonakania Outpost	01	

Terms and Conditions

1. Rate should be quoted per copy of the document in standard size i.e., A3,A4, Letter etc. for one side and both side.
2. Xerox copy must be legible.
3. Supply of Xerox copy must be made available as and when required for 24 hours on all days.
4. The contractor has to bear all costs including that for engaging Xerox machine operator and purchase of paper, printing ink and other materials, if any, and maintenance of the machine.
5. Experience, if there be any, may be mentioned by the tenderer.

INSTRUCTIONS FOR TENDERER:

- a. Tender must be submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- b. Technical bid should contain all the documents like, signed tender documents, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, duly filled & signed by the tenderer.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be submitted. Tenderer should note specifically that all pages of tender document submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only .
- d. Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates as specified in the price bid format. The rate quoted should comply with statutory requirements
- e. On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Price Bid will be opened on the scheduled date only in respect of those tenderers, whose bids are found technically acceptable.
- f. Office of **Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, **Office of the Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** shall not entertain any correspondence from bidders in this matter.
- g. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- h. The contract shall be for the period 06-03-2018 till 31-10-2018 (For Tender item no. 1) and for the period . from 16st of March 2018 till 31st of March 2019 (For tender item no. 2) The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.
- i. The agency selected for engagement shall have to enter into a formal agreement with the Directorate
- j. The tenderers or their representative may attend the opening of both the Bids (Part A & B) which shall be opened at Office of The **Sr. Joint Commissioner, Commercial Taxes, Kharagpur Range , Rupnarayanpur , Jakpur , Kharagpur , Paschim Medinipur 721301** at the designated times .

Continued
PART-A

(I) Terms & Conditions to be followed for the Technical Bid.

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) The operating staff must have such state of physical and mental ability commensurate to provide the above stated service.
- d) The service may have to be rendered for beyond the stipulated hours of work and also on holidays including Sundays.
- e) The Directorate will in no way be responsible for any loss to the labour or material so supplied

(II) An intending agency shall submit attested copies of the following documents

- a. Trade license.
- b. PAN Card.
- c. Profession Tax Registration certificate with current challan.
- d. GST Registration certificate. (where applicable)
- e. Income tax return for last three years.
- f. Firm/Company/ LLP registration certificate. (where applicable).

Sd/-

**(MOHAMMED ZAFRULLAH)
Senior Joint Commissioner
Commercial Taxes Kharagpur Range**

Memo. No : 2945/1/Sr JCCT/KGPR

Dated : 23/02/2018

Copy forwarded to

- 1) The Senior Joint Commissioner, Commercial Taxes, West Bengal, ISD, 14, Beliaghata Road, Kolkata - 700015 with the request to publish the tender on the website.
- 2) The District Magistrate, Paschim Medinipur for display on the notice board.
- 3) The Sub-Divisional Officer, Kharagpur for display on the notice board.
- 4) The Chairman, Kharagpur Municipality for display on the notice board.



Mohammed Zafrullah
23/2/18

**(MOHAMMED ZAFRULLAH)
Senior Joint Commissioner
Commercial Taxes Kharagpur Range**