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25.01.2022

To
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**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES
BUREAU OF INVESTIGATION (SOUTH BENGAL), KHARAGPUR ZONE
RUPNARAYANPUR, JAKPUR, PASCHIM MEDINIPUR-721301**

TENDER NO: 02/KGPZ

DATED: 19-01-22

Name of the Work: Supply of labour for physical checking of goods at the office of Bureau of Investigation (South Bengal), Kharagpur Zone, Rupnarayanpur, Jakpur, Kharagpur, Paschim Medinipur 721301

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 having experience of rendering similar services supply of labour for physical checking of goods for at the offices of Bureau of Investigation (South Bengal), Kharagpur Zone, Rupnarayanpur, Jakpur, Kharagpur, Paschim Medinipur 721301 for its offices at Kharagpur Zone as per details given below.

SUBMISSION & OPENING OF TENDER	
Last date & time of submission of tender	06 th February, 2022 at 01:00 PM.
Date of Opening of Tender:	06 th February, 2022 at 03:00 PM.

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:

Sl No	Services at	Period
[1]	Kharagpur Zone	From 01-03-2022 to 28-02-2023 or cancellation of work order whichever is earlier.

Maximum six vehicles to be checked daily.
Besides day light hours, services shall be made available at any time as may be called for.
Tender shall contain : [1] Rate for unloading, reloading, breaking open of cartoons, boxes, packets etc, counting, repacking from and into goods vehicle; [2] rate for loading and unloading goods from and to godown; [3] Rate of loading /unloading etc if the maximum number of vehicle as cited above exceeds ; [4] consolidated amount acceptable for the job per month.

INSTRUCTIONS FOR TENDERER:

1. 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.
2. Office of Bureau of Investigation (South Bengal), Kharagpur Zone reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the Bureau of Investigation (South Bengal), Kharagpur Zone shall not entertain any correspondence from bidders in this matter.
3. 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.
4. The contract shall be for the period 01-03-2022 till 28-02-2023. The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.

5. The tenders or their representative may attend the opening of the bids which shall be opened at Office of Bureau of Investigation (South Bengal), Kharagpur Zone, Rupnarayanpur, Jakkpur, Kharagpur, Paschim Medinipur 721301 at the designated times.

An intending agency shall submit attested copies of the following documents

- a. Valid 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. Audit Report for last three years (where applicable)
- g. Firm/Company/ LLP registration certificate. (Where applicable)
- h. Aadhaar Card

sd/-
(SANTANU BHATTACHARYYA)
Joint Commissioner of Revenue
Bureau of Investigation (South Bengal)
Kharagpur Zone

Dated : 20/01/22

Memo. No. 7639/2

Copy forwarded to

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



sd/-
(SANTANU BHATTACHARYYA)
Joint Commissioner of Revenue
Bureau of Investigation (South Bengal)
Kharagpur Zone

SANTANU BHATTACHARYYA
Joint Commissioner of Revenue (Admin)
Bureau of Investigation (South Bengal)
Kharagpur Zone, Kharagpur