

**OFFICE OF THE PRINCIPAL COMMISSIONER,  
CENTRAL EXCISE, CENTRAL GOODS AND SERVICE TAX &  
CUSTOMS, NAGPUR – I COMMISSIONERATE,  
GST BHAVAN, CIVIL LINES, TELANGKHEDI ROAD,  
NAGPUR**

**TENDER DOCUMENT**

**FOR**

**RENOVATION / CONSTRUCTION OF TOILETS  
UNDER SWACHHATA ACTION PLAN  
AT ZILLA PARISHAD SCHOOL, GODHANI (RLY.)  
NAGPUR**



**Government of India  
Ministry of Finance,  
Department of Revenue  
Office of the Principal Commissioner GST,  
Nagpur-I Telangkhedi Road, Civil Lines, Nagpur-  
440001**



F.No. I(39)02/Tender/Adm/NGP-I/

Nagpur, dated 22.01.2018

The Principal Commissioner of CGST and Central Excise, Nagpur – I invites sealed Tenders under two-bid system from reputed and experienced agencies for renovating/ constructing 2 separate Toilets (one for boys and another for girls) alongwith overhead tanks of 1000ltrs. each, fully furnished with its Commodes, taps, basins, walls with glazed tiles and floor with anti-skid tiles etc. at Zilla Parishad School, Godhani (Railway), Nagpur under Swachhata Action Plan by Central Excise, GST & Customs department. The area of the Toilets is approximately 150 sq.ft. each. The proposed work also involves demolition.

2. While submitting quotations, the bidders must submit :

(i) Technical Bid comprising of :

- (a) Annexure – I duly signed in token of having accepted the General Terms and Conditions,
- (b) Annexure – II duly signed in token of having read and understood the scope of work and
- (c) Annexure – III i.e. “pre-qualification requirement for award of contract for Construction of Toilets” complete in all respects, in one envelope, and
- (ii) Financial Bid (Annexure – IV), in another envelope.

**In the Technical Bid, the Tenderer will provide :**

Details of his PAN, Service Tax / GST Registration and details of ESIC, PF etc. (attach photo copies).

Details about his experience in the field and the other organization for which he is providing such services.

Details regarding compliance of Statutory laws, number of persons proposed to be deployed, etc.

**In the Financial Bid, he will submit the quotation for this work.**

3. It should be written boldly on top of both the envelopes as “TECHNICAL BID” and “FINANCIAL BID”. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words **‘QUOTATIONS FOR RENOVATION / CONSTRUCTION OF TOILETS’** on the top and should reach this office at the above mentioned address before **18.00 hrs. on or before 6<sup>th</sup> February, 2018.**

The Technical Bids shall be opened on 8<sup>th</sup> February, 2018. The Tenderers who wish to be present at the time of opening of tender may present themselves or authorize their representatives with authority letter. **The Bid Security (EMD) of Rs. 20,000/- (Rs. Twenty Thousand only)** should be paid by the Demand Draft in favour of Assistant Chief Accounts Officer, Central Excise & CGST, Nagpur – I payable at Nagpur. No other mode of payment shall be acceptable.

4. The Financial Bids of only those Tenderers will be opened who fulfil the Technical qualifications as mentioned in Annexures – I, II & III.

5. The Principal Commissioner of CGST and Central Excise, Nagpur – I, reserves the right to postpone /and/or extend the date of receipt / opening of quotations or to withdraw the same, without assigning any reason thereof.

Encl : Annexures I to IV

(Dilip Shevare)  
ASSISTANT COMMISSIONER(P&V)

## **Annexure -1**

### **GENERAL TERMS AND CONDITIONS OF THE TENDER**

1. The service provider shall complete the construction work within a time frame of one month.
2. The work shall constitute of labour, all the essential ingredients like sand, gitti, cement, tiles, doors, window panels etc. which will itself be borne by him.
3. The contract would be preferably awarded to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender. However, to safeguard against failure by this agency to provide the services as per terms and conditions of the tenderer, the Authority reserves the right to empanel other tenderer who are prepared to provide the services on the same terms and conditions as that of L-1 tenderer.
4. The Contractor shall comply with all applicable laws of the Central and State governments and any other law for the time being in force including the GST Law. This authority will not be responsible for any dispute that may arise in connection with the subject service, between the vendor and any state or Central Govt Dept eg. Authorities dealing with EPF, ESI, Labour laws, Service Tax and Income Tax etc. or any local body.
5. The Contractor shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be responsible for any damages or compensation to any personnel or third party including the statutory obligations. For the entire work, the Contractor will be the employer for the disputes of his employees.
6. The Contractor should submit complete rates / quotations only after satisfying each and every condition laid down in the Annexures enclosed.
7. Quotations should be submitted and signed by the firm with it's current business address.
8. The contractor should satisfy themselves before submitting of the rate / quotations that they should meet the qualifying criteria as laid down in the Annexure.
9. The Contractor shall take all possible precautions to prevent any unlawful / disorderly conduct or acts of the employee deployed.
10. The Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff and as well as other private persons.
11. The persons so employed should be employee of the Contractor and shall remain under his control and supervision. He shall be liable for the wages and any other claim of the person so engaged.
12. Payment will be made by e-payment directly to the Bank account of the Contractor on successful completion of work and on submission of Completion Certification from N.M.C. or other appropriate agency or Local Purchase Committee of the Department.

I agree to the above terms and conditions

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

**Annexure II**

**SCOPE OF WORK**

1. The construction of Toilets should be completed within one month from the date of awarding Contract..
2. The construction work should not obstruct the daily routine of the school.
3. The goods which will be procured by the Contractor at the site will be at his sole responsibility to safeguard it.

I have read and understood the scope of the work

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

### **Annexure III**

Pre-Qualification requirement for award of contract for Construction of Toilets.

1. Name of the Firm with telephone, FAX and complete address

2 Registration details of the firm (attach copies)

3 GST registration details (if eligible, attach copies)

4 Permanent Account Number (PAN) (attach copies)

5 Solvency Certificate

(attach original letter of the Bank)

7 Experience of Min 2 years/ details of present clients

(attach job order / Certificate from Govt. off /PSUs etc.)

8 No. of manpower proposed to be employed for the Construction Work.

#### **DECLARATION:**

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicted in Annexure I and shall abide by them. I/We also understood the parameters of the proposed scope of work in Annexure II 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 stage; I/We will be blacklisted and will not be permitted to have any dealings with the Department in future.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal:

## **Annexure IV**

### **FINANCIAL BID**

1 Name of the Tenderer

2 Full address (with Telephone & FAX Number)

3 Cost of Construction containing details of material, Labour cost, any other charges etc.

4 All taxes & EPF / ESIC / S.Tax / GST etc. Detailed break-up shall be enclosed

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 be permitted to have any dealings with the department in future. It is further submitted that the areas specified in the Tender has been verified and found correct. I/We shall not raise dispute in the areas specified in case contract is awarded to me/us.

Signature of Authorized Signatory with date :

Name of the Firm:

Seal: