

I/173787/2021



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (Port)
CUSTOM HOUSE, 15/1 STRAND ROAD, KOLKATA-01

**Notice Inviting Tender for supply of Furniture of Godrej Brand
at the Office of the Asst. Commissioner of Customs, Mini Custom
House Port Blair ,M.G Road, Middle Point ,Port Blair 744101**

E-Tenders (in prescribed format) are invited from the interested reputed vendors for reputed/branded furniture manufacturer/authorized dealers/suppliers for supply of Godrej brand Furniture items as per the requirements mentioned in Annexure-I of this NIT for the **Office of the Asst. Commissioner of Customs, Mini Custom House Port Blair ,M.G Road, Middle Point ,Port Blair 744101.**

2. The complete tender document containing general terms & conditions, pre- Qualification requirements etc. are available on <http://eprocure.gov.in> and can be downloaded free of cost.

3. Interested bidders/supply agencies/ reputed firms supplying such furniture on all India basis may submit their bids in the prescribed format with all the necessary documents online with digital signature at <http://eprocure.gov.in> on or before bid submission closing date & time. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in> and to follow the terms and conditions provided therein for online submission of bids.

4. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and bidder is liable to be banned.

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5. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. Technical Bid will be opened as per date/ time as mentioned in the eprocure.gov.in.

7. Submission of Tender: -

(a) The tender shall be submitted online in two parts viz., Technical Bid & Price Bid.

(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

(c) The offers submitted by Hand/Fax/email/Post will not be considered. No correspondence will be entertained in this matter.

8. For any queries regarding the bidding procedure, the following persons are to be contacted:

1. Superintendent of Customs, Mini Custom House, Port Blair M.G Road, Middle Point ,Port Blair 744101.

2. Superintendent of Customs, SCH Unit, Custom House, 15/1 Strand Road, Kolkata-700001

Date: 05.2021

Sd/-

(Tapas Kumar Saha)

Asst. Commissioner of Customs

SCH Unit, Custom House

Kolkata-01

Copy To

1. The Superintendent of Customs, SCH Unit for displaying in the notice board at Custom House, Kolkata
2. The Superintendent of Customs, Mini Custom House, Port Blair for displaying in the notice board at Mini Custom House, Port Blair
3. The Superintendent of Customs, Computer cell (for uploading on website)

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ANNEXURE-I

Description of Items

Sl. No	Type	Description of Items	Make/ Brand	Model	Quantity Required
1	Visitor Chair	GODREJ INTERIO OFFICE / VISITOR CHAIRS with Seat D X W X H 450 mm 470 mm 460 Padded with Polyurethane Foam	Godrej Interio	GODREJ INTERIO BEAT LEATHERITE VISITOR CHAIR	10 (Ten)
2	Executive Chair	GODREJ INTERIO REVOLVING CHAIR With ARM Advance Bio Synchronic	Godrej Interio	GODREJ INTERIO MARVEL HIGH BACK CHAIR	06 (Six)
3	Sofa (3 Seater)	GODREJ INTERIO black 3 Number 18 mm teak plywood	Godrej Interio	GODREJ INTERIO RIO PLUS 3 SEATER SOFA	02 (Two)
4	Sofa(1 Seater)	GODREJ INTERIO black 1 Number 18 mm teak plywood	Godrej Interio	GODREJ INTERIO RIO PLUS 1 SEATER SOFA	02 (Two)
5	Center Table	GODREJ INTERIO Rectangular CENTRE TABLE with Tempered glass Top of 1194mmX584mm	Godrej Interio	GODREJ INTERIO ACURA COFFEE TABLE	01 (one)
6	Executive Table	GODREJ INTERIO Executive Table of Commercial Block Board BWP grade Conforming to IS 1659 1800 millimeter 900 millimeter 750 millimeter	Godrej Interio	Finnesse Table With ERU	01 (one)
7	Executive Table	GODREJ INTERIO Executive Table of Three layer prelaminated particle board(Wood Product) of grade II type II of IS 12823/Latest 1500 millimeter 900 millimeter 725 millimeter	Godrej Interio	GODREJ INTERIO TABLE S 1070	05 (Five)
8	Almirah	GODREJ INTERIO STEEL ALMIRAH 1855 mm 4 SHELVES	Godrej Interio	GODREJ INTERIO STORWEL PLAIN	02 (Two)
9	Filing Cabinet	GODREJ INTERIO Steel Filing Cabinets with 4 Drawers and with central locking mechanism No Wheels	Godrej Interio	GODREJ INTERIO 4 DRAWER VERTICAL FILING CABINETS	02 (Two)

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ANNEXURE – II

A.TENDER PROCESS

1. E-Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The e- Tender for Technical Bid in proforma prescribed in **Annexure - III** and the e- tender form for the Financial Bid in proforma prescribed on e-procurement website www.eprocure.gov.in complete in all aspects, shall be submitted to e- procurement website: www.eprocure.gov.in by enrolling himself. Incomplete bid documents shall be rejected. The valid Technical bids shall be scrutinized by this office to short list the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders who have qualified in Technical Bid will be opened. Manual/ Physical bids will not be accepted.
- 2 . The e- tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure III enclosed at the end of these documents in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or his authorized signatory.
3. This office reserves the right to postpone / and / or extend the date of receipt / opening of Bids / Quotations or to withdraw the same without assigning any reason thereof.
4. This office reserves the right to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.
5. The e-tender forms may be rejected if it is not complete in any aspect.
6. The bidder has to furnish all the details along with dimensions and specifications as mentioned at Annexure – I and warranty period of the items to be supplied in the technical bid.
7. The supplied items should have at least one year warranty period.
8. The successful bidders will be intimated about the award of contract to them.
9. Late submission of e-tenders will not be accepted by the website.

B.TERMS AND CONDITIONS

I.

CRITERIA

1. Bidders should have experience in supplying of office furniture in **government/reputed pvt. organizations at Port Blair, A&N Islands** and must substantiate it with documentary evidence. **Evidence/Work Order** for the same should be provided.
2. **The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.**
3. **The bidder must have GST Registration. Copy of Registration Certificate should be enclosed. (If Applicable)**
4. **Authorized dealership certificate should be enclosed.**

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5. Declaration that all the furniture as mentioned in Annexure-I will be delivered at the **Office of Asst. Commissioner of Customs ,Mini Custom House Port Blair ,M.G Road, Middle Point ,Port Blair 744101 within 60 days.**

II.**OTHER TERMS AND CONDITIONS**

1. The price quoted should be inclusive of all taxes, GST and any other charges inclusive of Transport, Handling and Freight Charges.

2. Incomplete bid documents shall summarily be rejected. The bidders may quote the price only in the BoQ Format available in the CPP Portal. No payment over and above the prices quoted in the Tender shall be made by the Department.

3. The selected bidder will have to meet deliver the items at specified addresses **within 60 days** from the receipt of award of contract, failure to which performance guarantee/EMD will be forfeited.

4. No advance payment will be provided to the supplier. Payment against bill/invoice shall be released only after supply at the **Office of Asst. Commissioner of Customs ,Mini Custom House Port Blair ,M.G Road, Middle Point ,Port Blair 744101** and Submission of Receipt copy issued by SCP, Mini Custom House, Port Blair, M.G. Road, Middle Point, Port Blair-744101.

5. The authority reserves the right to cancel or postpone the tender without assigning any reason thereof. Department reserves the right to reject any item found to be non-confirming to required quality and specification at the time of supply from the successful bidder. This office reserves the right to purchase part quantity of a particular furniture item listed in Annexure-1 / reject a particular furniture item listed in Annexure-1 based on the availability of funds.

6. The bidders have to supply specific model of Godrej Interio Furniture as stated in Annexure-I. Furniture of make and model other than specified in Annexure-I will not be accepted. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during the validity period.

7. The supplier will submit bill (in Triplicate) on or after successful execution of each order. Under no circumstances the successful firm/bidder will appoint a sub – contractor or sub-lease the contract for the supply of furniture. Office Address in the state of Consignee i.e., Port Blair, Andaman and Nicobar Island is mandatory for service and warranty. Copy of the office address should be uploaded.

8. No tendered shall be allowed to withdraw the tender rates after opening of the tender.

10. The successful bidder will have to submit Performance Security of Rs. 10,000/- of the Bid value having validity of 14 months from the date of awarding the tender in the form of

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Fixed Deposit Receipt/ Bank Guarantee in favour of Commissioner of Customs, Kolkata within 14 days from the date of receipt of contract order to either 1. Superintendent of Customs, SCH Unit, A&A Commissionerate, Custom House, Kolkata-01 or The Superintendent of Customs, Mini Custom House, Port Blair. The performance guarantee will be released upon delivery of goods to the aforesaid office as mentioned in Annexure-I . Failure of compliance of the terms & Conditions may lead to forfeiture of the Earnest Money Deposit /Performance Guarantee, as applicable.

11. The CONTRACT shall be deemed to have been entered into at Kolkata and all causes of action in relation to the CONTRACT will thus be deemed to have arisen only within the jurisdiction of the Kolkata Courts to the exclusion of all other courts. The contract shall be constructed and governed by Indian Law in English only.

The tenderer should ensure that the following documents are part of

1. The Technical Bid Annexure III (duly filled in) along with necessary enclosures.
2. Annexure IV on company letter head.
3. Tender Document (all pages signed and stamped)
4. Other documents as per Tender Notice.

These issues with the approval of the competent authority.

Sd/-

(Tapas Kumar Saha)

Asst. Commissioner of Customs

SCH Unit, Custom House

Kolkata-01

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ANNEXURE - III**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION**

01	Name of the Supplier/Vendor	
02	Address of the Vendor	
3	Name, Address and Contact of the Proprietor	
4	PAN No	
5	GST No(If Applicable)	

Date:

Signature of the authorized
Signatory of the firm/
Company/Organization

Place:

Office Stamp/Seal:

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ANNEXURE-IV**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

To
The Pr. Commissioner of Customs, (Port)
S.C.H. Section, Custom House, 15/1, Strand Road,
Kolkata-700001

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference

No: _____ Name of Tender / Work: -

Date:

Dear Sir,

1. I/ We have submitted my bid for the above mentioned
'Tender/Work' on www.eprocure.gov.in as per your
advertisement. .

2.

I.....
.....

Son/Daughter/Wife

Shri.....

Proprietor/Partner/Director/Authorized

signatory

of

ofM/s...

am competent to sign this declaration and execute this tender
document.

3. I offer to work at the rates as indicated in the price Bid/BoQ inclusive of
all applicable taxes.

4. I / We hereby certify that I / we have read the entire terms and
conditions of the tender documents (including all documents like
annexure(s), schedule(s), etc.), which form part of the contract
agreement and I / we shall abide hereby by the terms / conditions /
clauses contained therein.

5. The corrigendum(s) issued from time to time by your department/
organization too has also been taken into consideration, while
submitting this acceptance letter.

6. I / We hereby unconditionally accept the tender conditions of above
mentioned tender document(s) / corrigendum(s) in its totality / entirety
and will abide by the instructions in work order/AOC.

7. I / We certify that all information furnished by the me/Firm is true &
correct and in the event that the information is found to be
incorrect/untrue or found violated, then your department/ organization
shall without giving any notice or reason, summarily reject the bid or
terminate the contract, without prejudice to any other rights or remedy
including the forfeiture of the full said earnest money deposit absolutely.

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Yours Faithfully

Date:

Signature of the
authorized Signatory
of the firm/
Company/Organizatio
n

Place:

Office Stamp/Seal:

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Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC (Digital Signature Certificate) should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings