

F.No.CL35(1)/S.V./2021-2022

Tender Notice

Subject : **Invitation of Tender Document for Physical Verification of Books and Journal arranged in Commercial Library of DGCI&S, Kolkata.**

For and on behalf of the President of India, the Director General, Directorate General of Commercial Intelligence & Statistics, 565-Anandapur, Sector-I, Plot No.22, Kolkata – 700 107 invites quotation for Physical Verification of Books and Journal arranged in Commercial Library of DGCI&S, Kolkata.

Organizations capable, experience in the field of library and interested, may please submit the quotation separately for **Technical Bid** and **Financial Bid** for this tender.

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|-------------------------------------|------------|
| Tender Published Date | 20.10.2022 |
| Tender Document Download Start Date | 20.10.2022 |
| Tender Submission Start Date | 21.10.2022 |
| Tender Document Download End Date | 07.11.2022 |
| Tender Submission End Date | 07.11.2022 |
| Tender Opening Date | 09.11.2022 |

This office reserves all rights to accept or cancel any quotation without showing any reason.


(Manish Kumar)
Dy. Director &
Head of Office

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE &
STATISTICS
565, ANANDAPUR, SECTOR-I, PLOT NO.22, WARD NO.108
KOLKATA-700 107

TENDER DOCUMENT

FOR

PHYSICAL VERIFICATION OF BOOKS AND JOURNAL ARRANGED
IN COMMERCIAL LIBRARY OF DGCI&S, KOLKATA

SCOPE OF WORK:

Physical Verification of Books and Journals arranged in Commercial Library of Directorate General of Commercial Intelligence and Statistics (DGCI&S).

Location: (a) Commercial Library, DGCI&S, 565, Anandapur, Kolkata-700 107. (New Library)

(b) Commercial Library (Gazette Section), DGCI&S, 1, Council House Street, Kolkata-700 001. (Old Library)

GENERAL TERMS AND CONDITIONS:

1. It is highly desirable that the vendor may visit the Commercial Library of this Directorate before going for the bidding process in order to understand the scope of the work.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Director.
3. The bidder must have a registered office in West Bengal since it is a nature of regular work.
4. The bidder shall attach copy of PAN Card.
5. The bidder shall attach copy of GST Registration.
6. The bidder shall attach supporting documents of working experience in (Government/Government undertaking Public Libraries, Libraries of Govt/PSU) Office libraries having 20(Twenty) or more than 20(Twenty) thousand books for five & more years at the same work.
7. The rates mentioned in the financial bid shall be inclusive of all taxes and duties and any other taxes as applicable. Any variation in the above said taxes till the completion of service will also be in the bidder's account.
8. The service will commence from the issuance of the work order.
9. In case of any dispute in the service contract, the decision of the Head of Department, Directorate General of Commercial Intelligence and Statistics, shall be final and binding on you.
10. Payment terms as follows: (a) No advance payment will be done and (b) The payment shall be made after successful completion and handing over of work.

ADDITIONAL CONDITIONS/REQUIREMENTS

1. The Tender will be accepted by the Competent Authority in DGCI&S as per the rules/instructions issued by the Government of India from time to time in the matter.
2. The Directorate reserves the right to reject any or all Tenders/extend the date of opening of tender etc. without assigning any reasons thereof.
3. In addition to its right to determine the contract upon fault of the Successful Bidder, the Directorate reserves the right to cancel the contract without assigning any reasons and also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the Directorate's specification and complete satisfaction.
4. Furnishing fake information on all or any requisite documents may lead to rejection of the quotation/application.

LEGAL

1. The successful Company/Firm/Agency shall maintain all statutory register under the Law. The agency shall produce the same on demand to the concerned authority of this Directorate or any other authority under the law.
2. The Tax Deduction at Source (TDS) shall be deducted as per the provision of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
3. In case of breach of any terms and conditions attached to this contract, this Directorate reserves right to terminate the contract without assigning any reasons.

(ANNEXURE-I)

SUBMISSION OF TECHNICAL BID

1. Name of Bidding Agency:
2. Contact Address:

3. Contact No./Details:
 - a. Mobile No.:
 - b. E-mail ID.:
4. PAN (Attached attested copy):
5. G.S.T. Registration No. (Attach attested copy):
6. Registered in West Bengal (Attach attested copy):
7. Additional Information, if any
8. Documents supporting
9. Non-Blacklisted Certificate (Attach Self attested copy)

Date:

Place:

(Signature & Seal of Bidding Agency)

(ANNEXURE-II)

FINANCIAL BID SPECIFICATIONS

| Sl. No. | Particulars | Price (in rupees) | GST as applicable (in rupees) | Total Price with GST |
|----------------|------------------------------|--------------------------|--------------------------------------|-----------------------------|
| 1 | Physical Verification Charge | | | |
| | | | | |

Tender Document, Submission of Technical Bid, Financial Bid Specification (Annexure-I, II) (Given format to be adopted/used by the bidder) must be duly signed and stamped on every page.

Date:

Place:

(Signature & Seal of Bidding Agency)

DECLARATION

I, Son/Daughter/Wife of
..... , Proprietor/Director/Authorized signatory of the
Company/Firm/Agency, mentioned above, is competent to sign this
declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of
the tender and undertake to abide by them.

The information/documents furnished along with the above
application are true and authentic to the best of my knowledge and
belief. I/we am/are well aware of the fact that furnishing of any false
information/fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized Person

Name:

Seal:

Date:

Place: