



OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST AND CENTRAL EXCISE
CHENNAI NORTH

No. 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034

C.No.IV/16/12/2018-PRO

Date: **11.12.2019**

TENDER NOTICE

1. PREFACE:

The Office of the Principal Commissioner of GST & Central Excise, Chennai North, which is the Government of India office under Ministry of Finance, invites sealed tenders from the reputed and experienced firms for the disposal of three strong vault steel safes kept at the O/o the Principal Commissioner of GST and Central Excise, Chennai North Commissionerate, 26/1, Mahatma Gandhi Road, Nungambakkam Chennai-34.

S.No.	Product Description/Item	Quantity
1	Strong Vault Steel Safe	3

2. NAME AND ADDRESS OF THE AUTHORITY:

The Principal Commissioner of CGST and Central Excise Chennai North, GST BHAWAN, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-34.

3. ADDRESS FOR DOWNLOADING THE TENDER DOCUMENT:

www.centralexcisechennai.gov.in

4. SCHEDULE FOR INVITATION OF BIDS:

- Date of issue of Tender document: **11.12.2019**
- Last date of receipt of Tender at GST Bhawan Chennai-34: **24.12.2019** up to **12.00 noon**.
- Date of opening of Bid: **24.12.2019 at 03:00 PM**.
- Venue of opening of Bid: O/o the Principal Commissioner of GST and Central Excise, Chennai North, GST Bhawan, 26/1, Mahatma Gandhi Road Nungambakkam Chennai-34
- Validity of Tender: One month from the date of opening of the tender.

5. EARNEST MONEY DEPOSIT (EMD):

- EMD of Rs. Five Hundred only** shall be furnished in the form of Demand Draft drawn in favor of "Pay and Accounts Officer Central Excise Chennai." D.D. of EMD must be placed along with tender bid document in the sealed envelope.
- Tender without EMD amount will not be considered and rejected outright.
- The EMD of unsuccessful Bidders shall be released after declaration of the highest bidder by the Competent Authority.

6. PROCEDURE FOR SUBMISSION OF TENDER:

- Tenders are invited under single bid system only.
- Tenders should be type-written or printed with indelible ink and submitted in a sealed cover.
- The bidders shall submit one sealed envelope super-scribing bid for removing scrap/unserviceable items from the GST Bhawan, Chennai.
- A tender should be submitted to The Public Relation Officer, O/o the Principal Commissioner of GST and Central Excise, Chennai North

Commissionerate, GST Bhawan 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-34 up to **12:00 noon** of the closing date.

- e) Demand Draft for EMD should be placed inside the envelope of Tender document.
- f) The tender document can be submitted by post, speed post, courier or by hand. The office will not be responsible for any delay, loss or non-receipt of the bid sent by post/courier. A bid sent through any other mode except as mentioned above will not be accepted.
- g) The bidder shall ensure that each page of the tender and all other enclosures appended to it are signed and stamped by the person authorized to sign the tenders, as a token of having read and understood the terms and conditions contained therein before filing the tender document for bid process.

7. GENERAL INSTRUCTIONS:

- a) **The bidder should be registered under GST.**
- b) It is to be noted that **only empty safes are put up for auction.**
- c) The successful bidder should open the safes in the presence of departmental officials only.
- d) All the contents (if any) found inside the safes should be surrendered to the department and delivery of only empty safes can be taken.
- e) All the tenders shall be prepared as per the prescribed format in Form- 1 and submitted in accordance with instructions in the tender document.
- f) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- g) Interested parties may submit their sealed tenders after inspection of the premises. The inspection of the premises can be made between 9:15 p.m. and 5:45 p.m. on all working days **till 23.12.2019**, except on Saturday, Sunday and public holidays.
- h) Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions, if any.
- i) **A bid submitted without EMD or incomplete bid will not be considered and the same will be rejected.**
- j) Any correction or alteration is not allowed in the Bid.
- k) The highest bidder will be decided on the basis of total bid value quoted inclusive of applicable taxes (if any).

8. LEGAL:

The Principal Commissioner of GST and Central Excise, Chennai North reserves the right to accept/reject any tender or registration without assigning any reason.

- a) The tenders in part or full, if the work is divided among two or more parties without assigning any reasons thereof - in such cases, bidders shall not have any claim on the Office of the Principal Commissioner of GST and Central Excise, Chennai North.
- b) Chennai North Commissionerate shall not be responsible for any injury or death of any worker at site due to accident or malfunctioning of the equipment or by negligence of staff.
- c) No payment will be made to the contractor for damage caused by rains or other natural calamities during execution of the work and no such claim on this account will be entertained.
- d) The individual/firm is responsible for proper entry of workmen at the entry gate of the O/o Principal Commissioner of Chennai North and should register in the entry register, kept at the reception.
- e) No man power shall be engaged below 18 years of age.
- f) It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him. The Office shall not be responsible for any damages, losses, claims, financial or other injury to

- any person deployed by service providing agency during the course of their performing the functions/duties, or for payment towards any compensation.
- g) Person/s/Representative of bidder should possess proper Identity Card viz., PAN/AADHAR/ Driving License at the time of tender opening/removal of goods.

9. EVALUATION CRITERIA:

- a) Bids shall be opened by the Designated Evaluation Committee. Bidders may attend if they wish.
- b) Total number of Bids received will be announced to bidders during bid at the time of opening.
- c) Price quoted in Form-1 Financial Bid will be announced to bidders.
- d) Evaluation committee will evaluate the Financial Bid and submit their reports to the competent authority.



(M TAMIZH VENDAN)
ADDITIONAL COMMISSIONER
CHENNAI NORTH COMMISSIONERATE

Copy to:

- The PRO Outer/South/Audit-I/Audit II Commissionerate Chennai
The PRO Aaykar Bhawan, Chennai
The assistant Engineer, CPWD, (Civil/ Electrical) Aaykar Bhawan Chennai
-for Displaying in their Notice Board
The Computer Section (for uploading on the website)

FORM – 1

FINANCIAL BID Note:

Sl. No.	Particulars	Details
1	EMD FEE: Rs. 500/- (Details of DD amount, Bank name, DD No.)	
2	Name of the Company / Firm/ Agency/ Individual :	
3	Address of Company /Firm /Agency/ Individual :	
4.	Items to be sold	
A	Strong Vault Steel Safe	
5	Total value quoted in Rs.	
6	Total Value quoted in words:	
7	GST to be paid @18%	
8	Total Value in Rs. including GST	

Documentary evidence is required to establish fulfillment of all conditions mentioned herein.

Annexure A

Terms and Conditions and General Information:

1. The items can be inspected at our office during office working hours between 9:15 am to 5:45 pm. The contact point for visit or for any inquiry would be Shri N. Balasundar, (Public Relations Officer), Ph: 044-28335021, Extn.: 5021.
2. All Taxes and Duties to be paid extra, as applicable, at the time of taking out the materials.
3. The sale shall be on 'As is where is basis'. The quantity will be identified while goods were removed
4. It is the responsibility of the bidder to assess the Items properly before quoting. No further claims will be entertained after opening of the bids.
5. The price bid cover duly sealed should be superscribed as "Tender for Disposal of scrap items" and addressed to the Principal Commissioner of GST and Central Excise, Chennai North.
6. Bids received within the due date only will be entertained.
7. The amount of the bid shall be valid for a period of 30 days for acceptance from the date of opening of the bid.
8. The sealed offer must be accompanied by EMD of Rs. 500/- (Refundable) (Rupees Five Hundred Only) by Demand Draft in favour of "Pay and Accounts Officer of Central Excise Chennai". Offer without EMD shall not be considered. The EMD shall bear no interest.
9. Bidders cannot withdraw their offer once it is submitted to the Principal Commissioner of GST and Central Excise, Chennai North.
10. EMD of unsuccessful bidder will be returned within a reasonable period on request.
11. EMD of the successful bidder will be refunded after completion of the contract or may be adjusted in final payments from the bidder.
12. No enquiry of bidder shall be entertained once the material is lifted by them.
13. All labour, tools and equipment for loading the items from O/o the Principal Commissioner of GST and Central Excise, Chennai North shall be at the cost of the buyer. However, electric power and water shall be provided free of charge at one nearest possible point, if required, subject to availability.
14. The personnel employed for the disposal action (job) shall strictly obey the Safety Rules in force while working at O/of the Principal Commissioner of GST and Central Excise, Chennai North.
15. The job shall be done without damaging the premises / roads / drains / etc. The buyer shall make good the damages, loss, etc., in the event of any occurrence otherwise.
16. Taxes, as applicable at the time of taking delivery of the items shall be at the cost of the buyer.
17. The successful tenderer with highest bid will be issued a work order and shall have to make full payment in the form of Demand Draft for the quantity at the contract rate plus taxes in advance on receipt of Sales order. Any additional payment if required, the same shall be made to Pay and Accounts Officer Central Excise Chennai before taking delivery of the material.
18. In case the bidder fails to pay the full amount on receipt of sale order, his EMD is liable to be forfeited and his bid will be cancelled.
19. The bidder will not be permitted to sort out the materials. The entire lot should be cleared as directed by the officer in charge.
20. Removal and transportation of materials shall be done only during working hours of the O/o the Principal Commissioner of Central Excise, Chennai North Commissionerate. No materials will be allowed to go out after 5:45 PM on week days. Similarly, no materials will be allowed to go out on Saturdays, Sundays and Holidays.
21. The material shall be collected in trucks licensed to carry such products. The quantity shall be assessed on the basis of weighing of trucks on Weigh Bridge.
22. The buyer will arrange to remove the materials sold to him and clear the site within the stipulated period mentioned in delivery period.
23. No other material should be removed from the site.
24. The Principal Commissioner of GST and Central Excise, Chennai North also reserves the right to accept/reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. The decision of the Principal Commissioner of Chennai North will be final and binding on the bidder(s). BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.