



भारत सरकार/ GOVT. OF INDIA  
वित्त मंत्रालय, राजस्व विभाग  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
केंद्रीय वस्तुओं, सेवा कर और केंद्रीय उत्पाद शुल्क आयुक्त का कार्यालय - लेखा परीक्षा-II  
OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE, AUDIT II  
692, एम. एच. यू. कॉम्प्लेक्स, नन्दनम, चेन्नै - 600035  
692, M. H. U. COMPLEX, NANDANAM, CHENNAI - 600 035

C. No. I/22/09/2018-Admn/PRO

Date: /10/2018

**E-TENDER Call Notice- 006/2018**

This Office requires / invites e-tender quotations from the reputed vendors who are engaged in supply of Chairs.

The Tender document viz; Technical / financial Bid along with the scope of work, terms and conditions and tender process can be downloaded from the CPPP site: <https://eprocure.gov.in/eprocure/app> as per the e-Tender notice. Alternatively this tender can be accessed at CBIC Tender portal and <http://centralexcisechennai.gov.in>

Manual Bids will not be accepted.

The Tender ID in CPP Portal is **2018\_DREV\_398671\_1**

-Sd/-

**(Dr.R.SANTHOSH KUMAR)**  
**ASST. COMMISSIONER (ADMIN)**  
**GST AUDIT-II COMMISSIONERATE**

Copy to:-

1. The Superintendent of Central Excise (Computer Section), Chennai North Commissionerate to publish in the official website
2. Webmaster, CBIC Tender Portal to publish in Official website
3. Notice Board Audit-II Commissionerate, Chennai



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C. No. I/22/09/2018-Admn/PRO

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The Commissioner of GST and Central Excise, Audit-II Commissionerate, Chennai-35, invites e-tenders for supply of Chairs, as per requirements, mentioned below from reputed vendors for the Office of the Commissioner of GST & C.Ex., Audit-II Commissionerate, MHU Complex, 6<sup>th</sup> floor, 692, Nandanam, Chennai-600 035. The details of Chairs proposed to be purchased are as follows.

SL.NO	Specification	Quantity Required
1	<b>Medium back revolving chair</b> with hydraulic height adjustment seat 45 mm latex foam padded with one layer of 20 mm Polyurethane foam fixed on 13 mm moulded plywood with selected upholstery having Polyurethane moulded fixed arm box type and the back made from powder coated steel frame covered with knitted fabric and should be mounted on five legged steel powder coated moulded arms fixed with nylon wheels.  (Fabric Colour as per departments choice)	Twenty
2	<b>Low back visitors chair</b> with seat and back cushioned with 45 mm latex rubber padded with 20 mm density Polyurethane foam covered with selected fabric fixed on S shaped frame made from 1inch heavy duty powder coated steel tube (Fabric Colour as per departments choice)	Eighty

2. The tender enquiry documents can be downloaded from the official website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPP Portal), <http://centralexcisechennai.gov.in> & CBIC Tender portal from [23/10/2018] onwards. However, the online bids have to be submitted only on [www.eprocure.gov.in](http://www.eprocure.gov.in) [CPP Portal].

3. Mode of Tendering:- Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> and bid online through the portal [www.eprocure.gov.in](http://www.eprocure.gov.in). The Tender should be addressed to the Commissioner of GST and Central Excise, Audit-II Commissionerate, MHU Complex, 6<sup>th</sup> floor, 692, Nandanam, Chennai-600 035 with words **“Supply of Chairs”** The bids are invited in a two bid system (Technical and Financial) from reputed Vendors and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price bid should be valid for 60 days from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. **Earnest Money deposit** of Rs.20,000/- (Rs. Twenty Thousand Only/-) should be submitted by the bidders in the form of Demand Draft /Banker's Cheque drawn in favour of “the Commissioner of Central Excise & Audit-II” and payable at Chennai. The bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) must reach by hand or through registered post to the address at, the Commissioner of GST and Central Excise, Audit-II Commissionerate, MHU Complex, 6<sup>th</sup> floor, 692, Nandanam, Chennai-600 035 on or before the scheduled closing of the of the e-tender. The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of successful bidder will be returned on furnishing performance guarantee as detailed below.

5. **The bidder shall sign and stamp with Signature on 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 upload the same along with the**

**qualifying bid.** The bidder would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

6. **The bidder shall quote their rates for the Supply/ service to be provided in Indian Rupees** (in both words and figures). The amount quoted by the bidder shall be inclusive of all Supply, Installation, delivery & other incidental charges and the same would not be payable over and above the rates thus quoted.

7. This office reserves the right to accept or reject any bid, and 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 for such action.

8. The tender forms shall be rejected if it is not complete in any aspect.

9. The tender documents are not transferable.

10. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

11. The short listed tender along with the documents will be submitted to the **'Competent authority'** and upon approval by the **'Competent authority'** the successful bidders will be intimated about the award of contract to them.

12. Late submission of tenders and EMD shall not be accepted.

13. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

14. The Bidder should clarify any doubt/query regarding the specification and scope of work from the Assistant Commissioner of GST & Central Excise (Administration), Audit-II Commissionerate, MHU Complex, 6<sup>th</sup> floor, 692, Nandanam, Chennai-600 035 on any working day between 11:00 am to 5:00 pm before **[29/10/2018]**. The bidder should fulfil prequalification/Eligibility criteria & conditions of the Tender and should submit all documents attested by authorized person along with the bid. **The last date for applying by online is 30/10/2018 - 1:00 PM.**

15. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders on **31/10/2018 @ 3:00 PM** . Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

16. Last date and time for submission of Bid/Tender is : 30/10/2018 upto 13:00 hrs.

Opening of Bids

Technical Bid:- **31/10/2018** at 3:00 PM

Financial Bid of technically qualified bidders will be opened at a later date.

17. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time

**-Sd/-**

**(Dr.R.SANTHOSH KUMAR)  
ASST. COMMISSIONER (ADMIN)  
AUDIT-II COMMISSIONERATE**

Copy to:-

4. The Superintendent of Central Excise (Computer Section), Chennai North Commissionerate to publish in the official website
5. Webmaster, CBIC Tender Portal to publish in Official website
6. Notice Board Audit-II Commissionerate, Chennai

**ANNEXURE-I**

**TERMS AND CONDITIONS**

1. The tenderer shall sign all pages of this tender along with company seal.
2. The tenderer shall enclose the EMD in the Technical bid. Technical bids not accompanied by EMD shall be summarily rejected. **MSME units claiming exemption** of EMD should submit MSME UDYOG ADHAR MEMORANDUM along with registration certificate issued by District Industries Centre (DIC) / Khadi & Industries board (KVIB)/ Coir board/ National small industries commission (NSIC)/ Directorate of Handicrafts and handlooms or any other body specified by Ministry of MSME. The memorandum/certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should cover the items tendered to get EMD/Tender fee exemptions.
3. The tenderer should have a valid PAN and should attach a photocopy of the same.
4. The tenderer should have the Goods & Service Tax Registration number and should attach a photocopy of the same.
5. The tenderer should have minimum experience of 3 years in the relevant field, i.e., in manufacturing and supplying furniture items in the Government Ministries/Departments/ Government/ Semi-government organizations, including Public Sector Undertakings, Experience certificates, award letters and performance certificates of last three years supporting should be uploaded.
6. The firm must have annual turnover of Rs. 20 lakhs per annum during each year of the last 3 financial years. i.e. 2015-16/2016-17/2017-2018. Documents in support of turnover (along with Income Tax Returns) must be uploaded with the tender
7. **Quantity:** The list is only tentative. The Department reserves the right to increase or decrease the actual quantity required and retains the right to summarily reject/ cancel the Tender notice/ Order without assigning any reason.
8. **Guarantee/ Warranty:** The Supplier has to provide equipment with manufacturer guarantee/ warranty for atleast 01 year form the date of Supply of chairs.

9. Dispute Jurisdiction: In case of any dispute, the jurisdiction of Madras High Courts shall apply.
10. The technical bid should contain documents mentioned at Sl.No. 1, 2 and photocopies of documents mentioned at Sl.No.3, 4 & 5. The financial bid of the tenderer will not be opened if the technical bid is not complete and satisfactory in all aspects.
11. The amount quoted by the tenderer shall be inclusive of all taxes, transportation and any other incidental expenses. No Payment over and above the prices quoted in the tender shall be made by the department in respect of any such levies brought to the notice at a later date.
12. No request for escalation in rates would be entertained for whatsoever reasons.
13. TDS and other taxes as applicable will be deducted from each bill.
14. **Destination:**  
O/o the Commissioner of GST & Central Excise, Audit-II  
6<sup>th</sup> Floor, 692, MHU Complex, Anna Salai  
Nandanam, Chennai- 600035
15. **Delivery Period:** Delivery of the goods should be within 15 (Fifteen) days from the date of issue of Purchase order.
16. **Penalty clause:** In case of delay beyond supply period, penalty @ 10% of order value for the first 20 days will be imposed. Thereafter, penalty @20% will be imposed for the next 20 days. If delay exceeds more than 40 days, the order stands cancelled and the supplier will be de-barred to participate in any of the tenders of this Department.
17. Bid Submission: Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>
  - (a) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
  - (b) Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> ,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 EMD would be forfeited and bidder is liable to be banned.

(c) Intending Vendors are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment. The Vendor will have to provide the AC's as per latest corrigendum / addendum/ amendment if any.

18. **Earnest Money Deposit:**

The tenders should be accompanied by Earnest Money Deposit of Rs.20,000/- (Rupees Twenty thousand only) in the form of account payee Demand Draft from any of the commercial banks in an acceptable form drawn on favour of "the Commissioner of GST and Central Excise, Audit-II" and payable at Chennai without which the Technical bids shall be summarily rejected. The earnest money will be returned to all the unsuccessful tenderers after finalization of the contract. MSME units claiming exemption of EMD should submit MSME UDYOG ADHAR MEMORANDUM along with registration certificate issued by District Industries Centre (DIC) / Khadi & Industries board (KVIB)/ Coir board/ National small industries commission ( NSIC)/ Directorate of Handicrafts and handlooms or any other body specified by Ministry of MSME. The memorandum/certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should cover the items tendered to get EMD/Tender fee exemptions.



**ANNEXURE-II**

**CONDITIONS TO BE SATISFIED IN THE QUALIFYING TECHNICAL BID DOCUMENT**

1. The tenderer should have minimum experience of 3 years in the relevant field, i.e., in manufacturing and supplying furniture items in the Government Ministries/Departments/ Government/ Semi-government organizations, including Public Sector Undertakings, Experience certificates, award letters and performance certificates of last three years supporting should be uploaded.
2. The firm must have annual turnover of Rs. 20 lakhs per annum during each year of the last 3 financial years. i.e. 2015-16/2016-17/2017-2018. Documents in support of turnover (along with Income Tax Returns) must be uploaded with the tender
3. The bidder shall enclose the EMD in the Technical bid. Technical bids not accompanied by EMD shall be summarily rejected.
4. The bidder should have a valid PAN and should attach a photocopy of the same.
5. The bidder should have the Goods & Service Tax Registration number and should attach a photocopy of the same.

**ANNEXURE-III**  
**NOTICE INVITING E-TENDER FOR SUPPLY OF CHAIRS FOR**  
**AUDIT-II COMMISSIONERATE**  
**APPLICATION FORM**

**Date:**

FROM :

To,  
The Commissioner of GST and Central Excise,  
GST Audit-II Commissionerate,  
MHU Complex, 6<sup>th</sup> floor, 692,  
Nandanam, Chennai-600 035

Sir,

Subject : E-Tender for “ Supply of Chairs ”- Reg.

Ref : (1) Your e-tender Notice No ..... Dated .....

(2) EMD-DD No ..... Dated ..... for Rs .....

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in complete) as per the financial bid in BOQ.

Yours faithfully,

(Signature and stamp of the Tenderer)  
Legal status ( Prop/Partnership/Registered Company etc).

**ANNEXURE-IV****TECHNICAL BID**

1	Name of the Bidder	
2	Name & Address of the Proprietor/Partners / Directors (With Mobile No.)	
3	Contact person (s) (with mobile number)	
4	Permanent Account Number (PAN) (Enclose copy of PAN Card)	
5	Goods & Service Tax Registration No. (Enclose Certificate copy)	
6	EMD Details (DD No./date/amount and bank details)	
7	Proof of Experience in supply of Chairs/ furniture (enclose proof such as Performance Reports/ Purchase Order etc.) as per Clause 5 of Annexure-I	
8	Proof of Turnover (Enclose IT Returns/ Balance Sheet/ Certified Account Statement) as per Clause 6 of Annexure-I	

**DECLARATION:**

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 have any dealing with the Department in future.

Date:

SEAL AND SIGNATURE OF THE TENDERER

**ANNEXURE-V**

**UNDERTAKING BY THE BIDDER**

I/We undertake that my/our firm M/s. .... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2I..... Son/Daughter/Wife of Shri.....Proprietor/Partner/Director/Authorized signatory of M/s ..... am competent to sign this declaration and execute this tender document.

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

4 . The information / documents furnished along with the above application is true and correct 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.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date: Signature of the authorized Signatory of the firm/  
Place: Company/Organization  
Office Stamp/Seal:

As directed draft E-tender for purchase of Visitor Chair (60 Nos) and Conference room chair (20 Nos) with requisite specification (placed opposite) is prepared, and put up for perusal and approval for uploading in CPP Portal <https://eprocure.gov.in/eprocure/app>)

Submitted please













