



भारत सरकार

Government of India

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

सीमा शुल्ककार्यालय का आयुक्त (निवारक)

Office of the Commissioner of Customs (Preventive)

110, महात्मा गांधी रोड, पूर्वोत्तर क्षेत्र, शिलांग 793001, मेघालय

110 Mahatma Gandhi Road, NER, Shillong - 793001, Meghalaya

Qksu@ Phone: 0364-2222597/ 2225325/ 2229005/2210103 QSDI@ Fax: 0364-2223440/2229007

C. No. II(35)15/CUS/HQRS/SAP/PRO/SH/2018/

Dated:

**NOTICE INVITING TENDERS**  
**FOR CLEANING OF SEPTIC TANK AND RENOVATION OF EXISTING TOILETS**

Sealed Quotations are invited from Govt. Registered reputed contractors/firms for cleaning of septic tank and renovation/repairing 6 nos. of existing toilets in the Office of the Superintendent of Customs, Land Customs Station, Dawki under (SAP) Swachhata Action Plan. The copy of tender may be obtained from the departmental website [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in).

The sealed tenders should be dropped in the tender box available in O/o the Commissioner of Customs (P), NER, 110 M.G. Road, Shillong between 09:15 hrs to 17:45 hrs on all working days and between 09:45 hrs to 13:00 hrs on the closing date i.e., 15.03.2019. **THE LAST DATE FOR SUBMISSION OF TENDER IS 15.03.2019 TILL 13:00 HRS.**

**The tenders will be opened before the Tender Committee on 15.03.2019 at 15:00 hrs** in the presence of Tender Committee and in the presence of the parties or their authorized representatives, if any, who wish to participate, in the Office of the Commissioner, Customs (Prev), NER, 110, MG Road, Shillong.

*Wans*  
*01/03/19*  
Assistant Commissioner (Hqrs.)  
Customs Hqrs, Shillong



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Sealed Quotations are invited from Govt. Registered reputed contractors/firms for cleaning of septic tank and renovation/repairing 6 nos. of existing toilets in Office of the Superintendent of Customs, Land Customs Station, Dawki under (SAP) Swachhta Action Plan. The tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The valid Technical bids shall be scrutinized by this office to short list the eligible bidders. Thereafter, the Financial bids of shortlisted bidders, who have qualified in Technical Bid will be opened. The copy of tender may be obtained from the departmental website [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in).

The Details of the construction work to be done are as given below:

Sr. No.	Nature of the work
1.	Cleaning of Septic tank and Replacement of septic pipe.
2.	Replacement of flushes (4 nos.)
3.	Replacement of water pipe connecting toilets/wash basins.
4.	Replacement of Window Pans and painting of Window grills
5.	Other minor repairing

\*The above construction work is specified based on observation and the bidder should make sure of work and area to be renovated/ repaired before submitting the quotation. Once the bid is closed, the work/area mentioned is final. In case of any variations, he should inform and get clarification before filing the quotation.

**TERMS & CONDITIONS:-**

1. The contractor should satisfy themselves before submitting of the rate/quotations that they should meet the qualifying criteria.
2. The service provider shall complete the construction work within a time frame of one month.



3. The construction work should not obstruct the daily routine of the office.
4. The work shall constitute of labour, all the essential ingredients like pipes, sand, gitti, cement, tiles, other hardware items etc. which will itself be borne by him. The goods which will be procured by the Contractor at the site will be at his sole responsibility to safeguard it.
5. 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 e.g. Authorities dealing with EPF, ESI, Labour laws, Service Tax and Income Tax etc. or any local body.
6. 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.
7. The Contractor shall take all possible precautions to prevent any unlawful / disorderly conduct or acts of the employee deployed and shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff and as well as other private persons.
8. 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.
10. 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 Certificate from the Superintendent of Customs, Land Customs Station, Dawki.

#### **MODE OF SUBMISSION OF BIDS:-**

1. The sealed tenders shall be addressed to :- The Assistant Commissioner(Hqrs.), O/o the Commissioner of Customs(Preventive), NER, Shillong, 110 M.G. Road, Shillong -793001 .
2. The bidders are required to submit two bids, i.e. Technical and Financial bids in the prescribed format i.e. Annexure-I and II in two separate envelopes, duly sealed. In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he has done such works, details regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotation for his charges. It should be written boldly on top of the envelopes as TECHNICAL BID and FINANCIAL BID respectively. Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with QUOTATIONS FOR TENDER FOR CLEANING OF SEPTIC TANK AND RENOVATION OF TOILETS on top. The service providers will be short listed on the basis of their technical competency after

opening of technical bids at the first instance. Financial bids of only those bidders, who are short listed on the basis of Technical bid evaluation, will be opened. After evaluation the bid with lowest quotations among the opened bids will normally be approved.

3. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

4. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.

5. All the rates must be written both in figures and words. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail.

6. Rates/Quotations should be submitted and signed by the firm with its current business address.

7. The 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 herein and submit the same along with the qualifying bid.

8. The Contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates/quotations and accepted by this office.

**9. THE LAST DATE FOR SUBMISSION OF TENDER IS 15.03.2019 TILL 13 00 HRS.**

This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

10. The tenders will be opened on 15.03.2019 at 15 00 Hrs in the presence of the Tender Committee, at the O/o the Commissioner of Customs(Preventive), NER, Shillong, 110 M.G. Road, Shillong -793001.

11. This office reserves the right to postpone/and/or extend the date of receipt/opening of rates/quotations or to withdraw the same without assigning any reason thereof.

12. Earnest Money Deposit of Rs.5,000/-(Rupees five thousand only) per application in the form of Demand Draft/ Banker's Cheque of Scheduled Bank in favour of "Chief Accounts Officer, Customs Hqrs, Shillong", shall accompany the qualifying bid. Qualifying bids without EMD will be rejected. 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 Annexure-I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned on commencement of the work.



13. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Shillong jurisdiction only.

14. The tender details are being uploaded on [www.shillongcustoms.gov.in](http://www.shillongcustoms.gov.in), where they can be downloaded.

15. For any clarification in the matter and/or for inspection of the premises, prior appointment may be made with the Assistant Commissioner (Hqrs.), O/o the Commissioner of Customs(P), NER, Shillong, 110 M.G. Road, Shillong 793001.

Sdl-

Assistant Commissioner (Hqrs.)  
Customs Hqrs, Shillong

C.No.II(35)15/CUS/HQRS/SAP/PRO/SH/2018/11121-240 Dated:

Copy forwarded to:

1. The Chief Commissioner, CGST & Customs, Shillong Zone, Crescens Building, Shillong - 793001
2. The Commissioner of Customs (Prev), NER, Shillong
3. The Commissioner of CGST, Shillong
4. The Superintendent (Computer & Training), Customs Hqrs Office, Shillong for uploading at the official website.
5. Notice Board.

Wear  
01/03/19

Assistant Commissioner (Hqrs.)  
Customs Hqrs, Shillong

**ANNEXURE – I**  
**TECHNICAL BID**

1	Name of the Organization / firm	
2	Address (with Tel No. & Fax no.)	
3	Status of ownership (Proprietary/Partnership/Company-attach proof)	
4	Name & Address of the proprietor/partners/Directors(with Mobile Numbers)	
5	Copy of Registration Certificate of firm	
6	Details of GST Registration along with copy of Registration Certificate	
7	Copy of PAN/TAN of the Firm as allocated by Income Tax Department.	
8	Name of the Organization, where similar work has been completed by the Firm(documents to be attached)	
9	Details of GST Registration along with copy of Registration Certificate	
10	Details of EMD (Earnest Money Deposit)	
11	Details of Solvency Certificate issued by Bankers	
12	No. of manpower proposed to be employed for the Construction Work.	

**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 will be blacklisted and will not have any dealing with the Department in future.

Station:

Date:

(Signature of Authorized Signatory with date)

**ANNEXURE-II  
FINANCIAL BID**

1. Name of the Organization / firm:
  
2. Address (with Tele/mobile & Fax No.)
  
3. Name & Address of the Proprietor/Partners/Directors :  
(with Mobile Numbers)
  
4. Cost of Construction containing details of material, Labour cost, any other charges etc
  
5. All taxes & EPF / ESIC / S.Tax / GST etc. Detailed break-up shall be enclosed

(Rupees in Words): Rupees .....only

(Rupees in Figures): Rupees .....only

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/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 shall be blacklisted and will not have any dealing with the Department in future. It is further submitted that the areas specified in the Tender are verified and found correct. I/We shall not dispute the areas specified.

Station:

Date:

Signatory with date

Signature of Authorized