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**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (CHENNAI-III)**  
**CUSTOM HOUSE, 60 RAJAJI SALAI, CHENNAI - 600 001**

F.No.S31A/ 08 /2018-CHS

Dated: .03.2018

**TENDER NO. 3 /2018**

NOTICE INVITING e-TENDER FOR SUPPLY, INSTALLATION OF WORKSTATION FOR OFFICE OF THE CHIEF COMMISSIONER, CUSTOM HOUSE, CHENNAI -01.

e-Tender/Bids are invited from reputed Firm/Company/Manufacturer for supply and installation of modular structures/workstation in the Office of The Chief Commissioner of Customs, Custom House, Chennai-01.

**2. Document Download:**

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app>, [www.chennaicustoms.gov.in](http://www.chennaicustoms.gov.in) or [www.cbec.gov.in](http://www.cbec.gov.in) as per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

**TIME SCHEDULE OF TENDER**

S.No	Particulars	Date	Time
1	Tender e-publish date	01.03.2018	17:00
2	Document download start date	02.03.2018	10:00
3	Start date for seeking clarification (on-line)	02.03.2018	10:00
4	Last date for seeking clarification (on-line)	12.03.2018	11:00
5	Bid submission start date	02.03.2018	10:00
6	Bid submission last date	12.03.2018	11:00
7	Tender opening date (Technical)	13.03.2018	11:00

**1. Bid Submission:**

- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure G for online submission of bids.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. 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.

4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <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 tenderer is liable to be banned from doing business with this Office.

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

6. The rates shall be quoted in Indian Rupees only.

7. The rates will be inclusive of all taxes (including GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.

8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

9. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

NOTE: The Department reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

#### Tender Documents

1. Online tenders are invited from reputed firm/Company/Manufacturer for supply and installation of modular structures/ Work station in the Office of The Chief Commissioner of Customs, Custom House, Chennai-600 001.

2. Tender Process and uploading of Tender documents: -

(i) The bid / tender will consist of two parts – Technical bid and financial bid. The bid of all parties whose rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

(ii) The offers / bids received incomplete and / or filed after the due date and time shall be summarily rejected.

(iii) The Technical Bids shall be opened on 13.03.2018 at 11:00 hrs. The bidder or their authorized representative is permitted to be present at the time of the opening of the technical bid.

(iv) The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.

(v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner of Customs, Chennai-III, Custom House, Chennai-01., will be final and binding.

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2. Authenticity of the tender document: -

Every page of tender document along with enclosures must be signed by the bidder.

3. Tender Document : The tender documents containing terms and conditions along with prescribed proforma / format for furnishing required information / details can be obtained from the Assistant Commissioner of Customs (CHS) at Ground Floor, Custom House, Chennai-600001, on any working day from 02.03.2018 to 12.03.2018. Alternatively the tender can be downloaded from the portal <https://eprocure.gov.in/eprocure/app> and <http://www.cbec.gov.in/htdocs-cbec/tender/tenders-idx>

4. Earnest Money Deposit [EMD]:

- (i) Tender documents must be accompanied with non-interest bearing Earnest Money of Rs.50,000/- (Rupees fifty thousand only) in form of Demand Draft in favour of the Commissioner of the Customs, Chennai payable at Chennai, failing which tender will be summarily rejected.
- (ii) Cheques will not be accepted.
- (iii) No earnest money deposit will be accepted after the due date and time of submission of tender document.
- (iv) Earnest money deposited with other Tender will not be adjustable with this Tender.
- (v) No bank commission or interest will be paid on the earnest money deposit.
- (vi) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (vii) If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of The Commissioner of Customs, Chennai III, Custom House, Chennai the earnest money deposited will be forfeited.
- (viii) Central / State Government and Central / State Government Undertakings are exempted from deposit of Earnest Money.

5. Refund of Earnest Money Deposit & Performance Security: -

- (i) Earnest money deposited by the unsuccessful bidder will be refunded to the bidder at the earliest after finalization of the tender. Earnest money deposit of the successful bidder shall be retained towards Performance Security.
- (ii) Further, the performance security will be refunded/ returned to the successful bidder after successful execution of the work.
- (iii) The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Office of The Commissioner of Customs, Chennai-III, Custom House, Chennai-01 on this account will be final and binding on successful bidder.

6. Rates: -

- (i) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/ bid/offer must be mentioned in prescribed Proforma in figures and in words in respect of each item separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) The bidder shall quote their rate inclusive of all taxes and installation charges.

(iii) The rates have to be shown separately in the financial bid (Annexure B) i.e. in BOQ Excel sheet.

**7. Subletting of Contract: -**

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

**8. Completion Period :-**

(i) Contract has to be completed within a period of 30 days from date of supply order/Award of work.

(ii) Liquidated damage (LD) will be charged @ of 2.50% per completed week or part thereof for delay subject to maximum of 10% of the value of work order.

**9. Prescribed format /Performa: -**

(i) Annexure – A and Annexure – B are to be duly filled by the bidder in respect of each item.

(ii) A declaration i.e. Annexure – C regarding non-blacklisting or non-convicting by any court of law is to be duly submitted.

**10. Documents required to be attached with technical bid:**

(i) A Copy of Terms & conditions duly signed by the bidder.

(ii) Demand Draft / Bank Guarantee of Rs.50, 000/- (Rupees fifty thousand only) in favour of the Commissioner of the Customs, Custom Office, Chennai payable at Chennai as Earnest Money Deposit.

(iii) GST Registration Certificate

(iv) All other supporting documents as required in the tender shall be attached.

(v) Signed declaration as given on Annexure –C of the bid document.

(vi) Experience certificate (for details of similar contracts handled by the tendering company /firm/agency for government departments).

(vii) Balance sheet for the last 3 financial years (i.e.2014-15, 2015-16, 2016-17).

(viii) Last three years Average balance sheet from Auditor along with Income Tax return copies for 3 years.

**11. Eligibility criteria for bidder: -**

(i) Only those firms/Company/ Manufacturers will be eligible to tender their bids whose annual turnover is at least Rs.50 Lakhs or above in each of the last three financial years.

(ii) Only those firms who have Experience of having successfully completed similar works during last 7 years ending last day of month ending October 2017 should be either of the following: -

(a) Two similar completed works costing not less than the amount equal to Rs.25 Lakhs from government department(Central/State)

(iii) The firm /Company/ Manufacturers should have executed two such orders in at least for two government offices in the last 7 years. The authorized dealer/ franchise / distributor may submit bids on behalf of the firms/ Company/Manufacturer along with valid authorization letter issued by the firms/ Company/Manufacturers to the bidder for this particular tender, to do so. Preference would be given to manufacturers registered with National Small Industries Corporation (NSIC), Ministry of Micro Small and Medium Enterprises (MSME). [supporting documents to be attached]

12. Validity of the offer / bid: -

The offer / bid of the bidder will be valid for at least for 3 months from the date of opening of Technical bid.

13. Details of tendered items: -

The supply and installation of modular workstation/renovation is to be carried out as per plan given in drawings annexed as Annexure D,E &F of this tender document.

**PRICE SCHEDULE**

(This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bid Name and Value only)

Sl. No	Item Description	Quantity	Units	Estimated Rate in Rs.	BASIC RATE in figures To be entered by the Bidder (inclusive of all taxes) in Rs.	TOTAL AMOUNT inclusive of all Taxes	TOTAL AMOUNT in words
1	2	3	4	5	6	7	8
1	Wooden partition 5 ft height Made from 50x25 mm aluminium section of 2 mm wall thickness covered with 19 mm BWR kit marine plywood on both side and laminated on both side with 1 mm thick laminate of approved shade from ISI make up to 4 feet and above 4 feet to five feet 12 mm toughened glass should be fixed with wooden mouldings properly polished(drawing enclosed).	525	Sqft.				
2	Wooden working table of size 5Lx3 Wx 2.5 H. Made from 19 mm BWR kit marine plywood laminated on both side with 1 mm laminate of approved shade from ISI make top should be 40 mm thick and having one set of drawer unit with set of 3 drawer with set locking arrangement with brass hardware(drawing enclosed).	7	No.				
3	Wooden side computer table of size 3.6 L x 1.6 D x 2.5 H Made from 19 mm BWR kit marine plywood laminated on both side with 1 mm laminate of approved shade from ISI make top should be 40 mm thick and having one drawer with one shutter with pull out keyboard tray with locking arrangement with brass hardware(drawing enclosed).	7	No.				
4	Chair						
4 (a)	<u>High back Chair</u> Godrej model 7001 or equivalent seat and back padded with latex rubber foam and covered with approved cotton fabric	7	Nos.				

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	mounted on five legged heavy duty steel base powder coated with nylon wheels. The Chair should have hydraulic mechanism for height adjustment and also provision for titling and revolving(drawing enclosed).					
	<u>Visitor Chair</u>	14	Nos.			
g)	Godrej 7003 model or equivalent seat and back padded with latex rubber foam and covered with approved cotton fabric mounted on s type heavy duty 1 inch tubular frame powder coated(drawing enclosed).					
	Wall hanging storage unit size 2.5 H x 1.25 D feet	60	Rft			
	Made from 19 mm BWR kit marine plywood for shutters and carcass having One 19 mm thick divider and whole unit should be laminated with 1 mm thick laminate of approved shade from ISI make locking arrangement with brass hardware (drawing enclosed)					
Total in Figures						
Quoted Rate in words						

#### 14. Terms and conditions: -

(i) Minimum warranty period of the supplied items would be one year and the same will be effective from the date of handing over to the department.

(ii) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. A declaration regarding non-blacklisting of the firm should be attached in the absence which the tender/bid will be rejected.

(iii) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Chennai will be final and binding.

(iv) The department has the right to change the quantity and specifications of the items in the work order as per actual requirement, which may vary depending upon various factors.

(v) Office of the Commissioner of Customs, Chennai III, Custom House, Chennai may, without prejudice for breach of any of the terms and conditions of the tender, 10 days after written notice of default sent to the bidder, terminate this contract in whole or in parts

- If he fails to execute the work in full within the time period(s) specified in the tender or any extension thereof granted by , the office of Commissioner of Customs, Chennai-III, Custom House, Chennai-01.

- if he fails to perform any other obligation or,

- if he, in either of the above circumstances, does not cure his failure within a period of 30 days or longer period as specified by the office of Commissioner of Customs, Custom House, Chennai after receipt of default notice from the office of the Commissioner of Customs, Chennai-III, Custom House, Chennai.

(vi) The tendering firm is advised to visit the site of work i.e. 6<sup>th</sup> Floor, Krishna Block, Custom House, Chennai -600001, with prior appointment at his own cost and examine it and

collect all information that he considers necessary for proper assessment of the prospective assignment. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.

(vii) All labour employed by the Contractor shall be covered by the Workman's Compensation Act. Any death, injury or mishap to the workmen of the Contractor will entirely be the Contractor's responsibility and the Commissioner of Customs, Custom House, Chennai shall not be liable to pay any damages for the same.

(viii) Contractor shall take adequate/mandatory safety precautions to avoid any accident etc. at site and shall be fully responsible for any criminal & civil liabilities. All safety arrangements are to be made by contractor at his own cost.

(ix) No labour or material rate escalation claims will be entertained from the contractor at any stage.

(x) Removal and disposal of existing enclosures and any expense arising out of it will be fully borne by the contractor. It will not be part of the bid for this tender.

(xi) The contractor shall be fully responsible for any damage caused to the existing building and the contractor will have to refurbish and rectify any such damage at his own risk and cost.

(xii) Child labour strictly prohibited.

(xiii) Only those persons who qualify for technical bid will be considered for financial bid.

#### 15. Payments:

(i) No advance payment will be made for any of the works stated above.

(ii) Further payment module shall be given at the time of placing the work order with the successful bidder.



Annexure – A

(Technical bid for the supply and installation of modular work station)

1	Name of bidder:	
2	Address:	
3	Mobile no./e-mail address of Bidder:	
4	PAN (enclose self attested copy of proof):	
5	GST RC (enclose self attested copy of proof)	
5	Whether blacklisted by any Central / state Government or Central/State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format-Annexure C)	
6	Whether the bidder having annual turnover of minimum Rs.50 Lakhs in each of the last 3 financial years? (Attach supporting documents i.e. Audited Annual Account/Income Tax Return of last 3 years)	
7	Whether the bidder provided/ executed such Orders for two government offices/State/Central in the last 7 years? (Attach supporting documents)	
8	Whether the bidder has capability to provide service after completion of work during warranty period and will be in a position to offer repair contract thereafter?	

It is certified that all the information furnished above is true and correct, that all terms and conditions stipulated in the tender document is acceptable.

Date: .....

Place:.....

Name and Signature of  
bidder with seal

Annexure – B

(Financial bid for the supply and installation of modular work station.)

1. Name of Bidder:
2. Address:
3. Telephone / Mobile No:
4. Rates:

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**PRICE SCHEDULE**

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2	Wooden working table of size 5Lx3 Wx 2.5 H. Made from 19 mm BWR kit marine plywood laminated on both side with 1 mm laminate of approved shade from ISI make top should be 40 mm thick and having one set of drawer unit with set of 3 drawer with set locking arrangement with brass hardware(drawing enclosed).	7	No.				
3	Wooden side computer table of size 3.6 L x 1.6 D x 2.5 H Made from 19 mm BWR kit marine plywood laminated on both side with 1 mm laminate of approved shade from ISI make top should be 40 mm thick and	7	No.				

	having one drawer with one shutter with pull out keyboard tray with locking arrangement with brass hardware(drawing enclosed).						
4	Chair						
4 (a)	<u>High back Chair</u> Godrej model 7001 or equivalent seat and back padded with latex rubber foam and covered with approved cotton fabric mounted on five legged heavy duty steal base powder coated with nylon wheels. The Chair should have hydraulic mechanism for height adjustment and also provision for titling and revolving(drawing enclosed).	7	Nos.				
4 (b)	<u>Visitor Chair</u> Godrej 7003 model or equivalent seat and back padded with latex rubber foam and covered with approved cotton fabric mounted on s type heavy duty 1 inch tubular frame powder coated(drawing enclosed).	14	Nos.				
5	Wall hanging storage unit size 2.5 H x 1.25 D feet	60	Rft				
	Made from 19 mm BWR kit marine plywood for shutters and carcass having One 19 mm thick divider and whole unit should be laminated with 1 mm thick laminate of approved shade from ISI make locking arrangement with brass hardware (drawing enclosed)						
Total in Figures							
Quoted Rate in words							

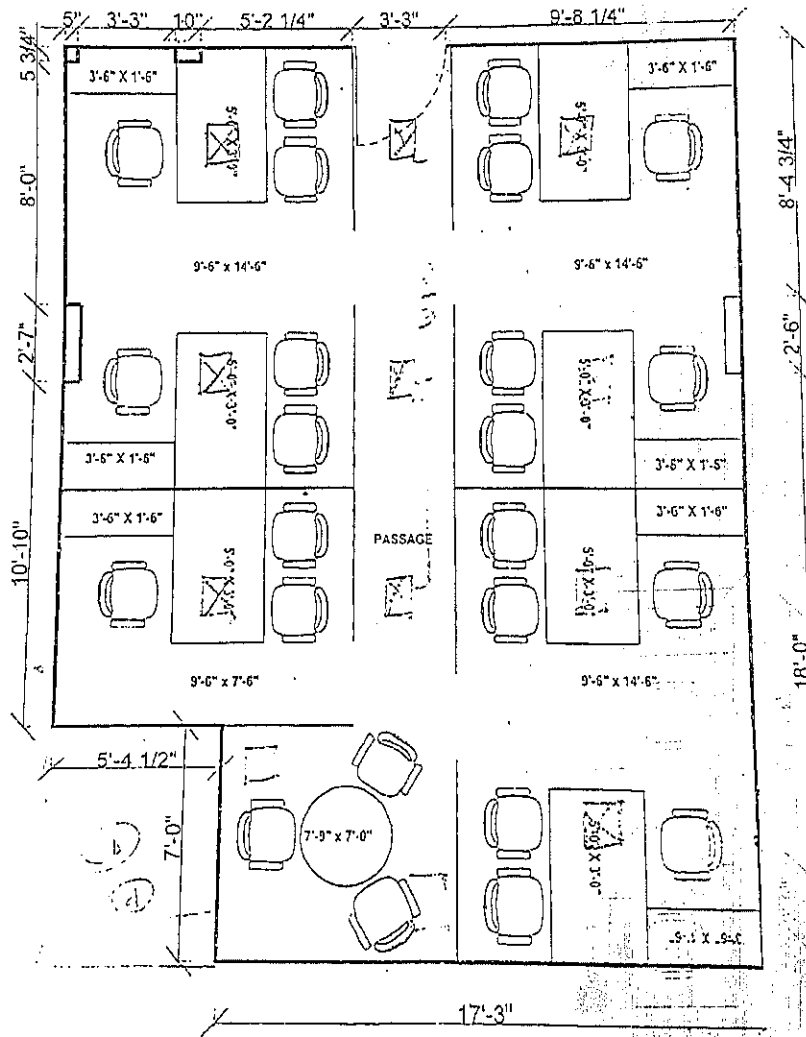
Annexure – C

I, ..... aged about ..... , son/daughter of  
..... resident of village.....  
Distt..... do hereby solemnly affirm state as follows:

1. That I am the proprietor of M/s .....
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated..... of the office of the Commissioner of Customs, Chennai-III, Custom House, Chennai, for the supply and installation of modular work station.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

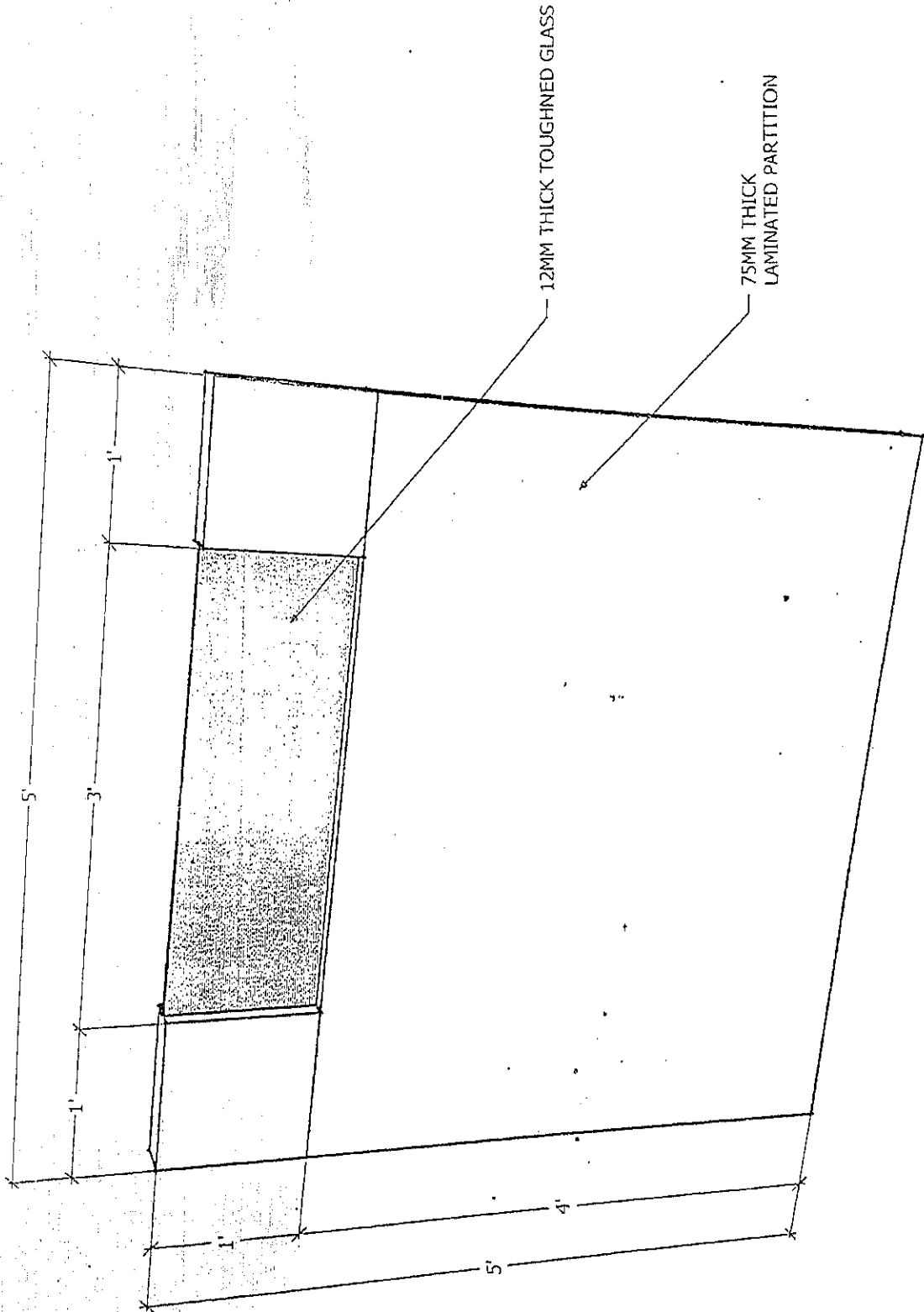
The above statement is true to the best of knowledge and belief.

ANNEXURE- D



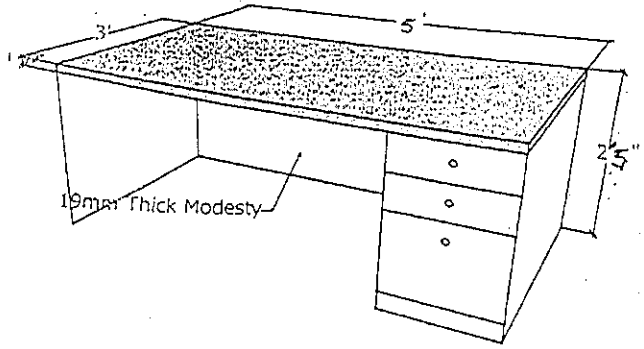
OFFICE INTERIOR LAYOUT FOR CC OFFICE AT ROOM # K602, 6th FLOOR COUSTOMS HOUSE, KRIHNA BLOCK

ANNEXURE-E

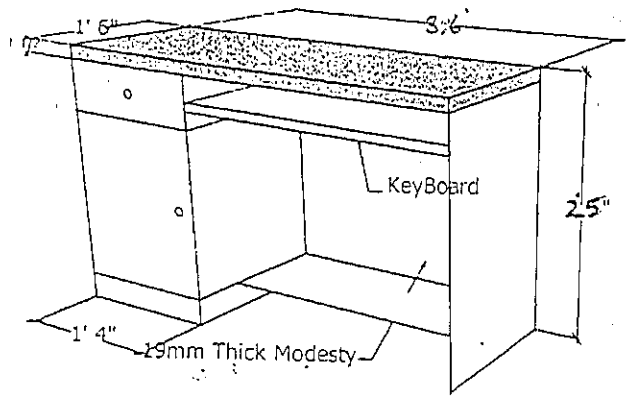


PARTITION DETAIL

WORKING TABLES



COMPUTER TABLES



OVERHEAD STORAGE CABINETS

