

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

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**TENDER DOCUMENT**  
**FOR**  
**CLEANING SERVICE OF COMPUTERS WITH  
ACCESSORIES, TELEPHONE,  
PRINTERS,UPS,PHOTO COPIER  
OF DGCIS, KOLKATA**

**SCOPE OF WORK:**

Cleaning service for Computer with accessories, Telephone, Printers, UPS, Photo copier for the use of DGCI&S Kolkata.

**Details of the entities (at present) are placed below :**

Computer & Accessories	: 321 Nos.
Printers	: 99 Nos.
UPS	:10 Nos.
Telephones	:110 Nos.
Xerox/ Copier machine	: 14 Nos.

**GENERAL TERMS AND CONDITION:**

1. 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.
2. The bidder should have a registered office in West Bengal .
3. Bidder shall provide the cleaning service twice a months.
4. The bidder shall attach copy of PAN Card.
5. The bidder shall attach copy of GST Registration.
6. The rate 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.
7. The period of contract will be valid for 12 months. However, the contract may be terminated before 12 months based on situation at that very time with one month prior notice with out citing any reason.
8. No tools shall be supplied by this Directorate. All requisite materials for cleaning service, shall be provided by the bidder.
9. All call on malfunction report of Cleaning Service must be attended by the firm within 24 hours.
10. In case of any dispute in the contract, the decision of the Head of Department, Directorate General of Commercial Intelligence and statistics, shall be final and binding on you.
11. Payment will be made on monthly basis only after successful installation of Cleaning Service at client side, submission of service report and raising of invoice comprising details of items cleaned along with its rate. Month will be considered starting from the successful installation of Cleaning Service.

**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 mater.

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 false 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.

**(ANEXURE-I)**

**APPLICATION FORM - TECHNICAL BID**

**F o r C L E A N I N G S E R V I C E O F C O M P U T E R S W I T H A C C E S S O R I E S , T E L E P H O N E , P R I N T E R S , U P S , P H O T O C O P I E R E T C . T H E U S E O F D G C I & S , K O L K A T A**

1. Name of Tendering Company/Firm/ :

\_\_\_\_\_ Agency (Attach attested copy of

\_\_\_\_\_ certificate of Registration).

2. Name of Proprietor/Director :

\_\_\_\_\_ of Company/firm/Agency.

3. Full Address of Regd. Office :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.

FAX No.

E-mail address

\_\_\_\_\_

5. Full Address of Operating/Branch Office :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.

I/1291/2024

\_\_\_\_\_

FAX No.

\_\_\_\_\_

E-mail address

\_\_\_\_\_

6. PAN/GIR No. (Attached attested copy) :

\_\_\_\_\_

7. G ST Registration No.  
(Attach attested copy)

: \_\_\_\_\_

12. Additional Information, if any

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D a t e :  
Signature of authorized person

Name:  
Place:

Seal:

**(ANEXURE-II)****FINANCIAL BID SPECIFICATIONS**

<b>SI.NO</b>	<b>Particulars</b>	<b>Price(In rupees)</b>	<b>GSTas applicable (In rupees)</b>	<b>Total Price with GST</b>
<b>1.</b>	<b>Computers with Accessories</b>			
<b>2</b>	<b>Telephone</b>			
<b>3</b>	<b>Printers</b>			
<b>4</b>	<b>UPS</b>			
<b>5</b>	<b>Photo Copiers</b>			
<b>6</b>	<b>Total</b>			

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**

1. 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.
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them.
3. 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:

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-  
-  
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F No.E-III-SERCOAMC(COMP)/1/2023-E-III

Dated :22.02.2024

## TENDER NOTICE

Subject:- **Invitation of Tender Document for Annual Maintenance Contract of Cleaning services of Computers, Printers, UPS, Telephones, Xeroxes etc. 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 the task named as “**Annual Maintenance Contract of Cleaning Services of Computers, Printers, UPS, Telephones, Xeroxes etc. of DGCI&S, Kolkata.**”

Organizations capable and interested, may please submit the quotation separately in sealed envelope through post for **Technical Bid** and **Financial Bid** for this tender.

Tender Published Date	23.02.2024
Tender Documents Download Start Date	23.02.2024
Tender Submission Start Date	23.02.2024
Tender Document Download End Date	15.03.2024
Tender Submission End Date	15.03.2024

Earnest Money(refundable) of Rs.5,000/- (Rupees Five thousand) only in the shape of Demand Draft/Banker's cheque from any nationalized/Scheduled bank in favour of “**Director General, DGCI&S, Kolkata**” payable at Kolkata shall have to be submitted for the tender.

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

  
(Shyamsundar Parui)  
Head of Office