



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION
DEPARTMENT OF TELECOMMUNICATION
O/O THE PR. CONTROLLER OF COMMUNICATION ACCOUNTS,
KOLKATA "TELEPHONE HOUSE"
8, Hare Street, 2nd Floor, KOLKATA – 700001.
Phone : (033) 2213 7402, Fax: (033) 2231 3537/2213 8824
E-mail- pccakolkata@gmail.com**

LIMITED TENDER No. CCA/CTD/Tender/IQ Maintenance/2017-18

BID DOCUMENT

**Limited Tender for Maintenance of Guest House under
O/o the Pr. CCA, Kolkata at Sanchar Minar, Alipore,
Kolkata - 700027.**

(Visit us :www.ccakolkata.gov.in) Not transferable

**PRICE OF BID DOCUMENT- Rs. 100/-
(Total No. of Pages -17)**

(2)

DEPARTMENT OF TELECOMMUNICATION

Tender

For Maintenance works in Guest House Under O/o Principal CCA, Kolkata,

Tender Document

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O/O THE PR. CONTROLLER OF COMMUNICATION ACCOUNTS,
KOLKATA "TELEPHONE HOUSE"
8, Hare Street, 2nd Floor, KOLKATA – 700001.**

Tender No: CCA/CTD/Tender/IQ Maintenance/2017-18.

Date: 03.04.2017.

Section - A**NOTICE INVITING TENDER**

1. Limited Sealed Tenders are invited on behalf of the President of India under two bid systems i.e. Technical Bid & Financial Bid from reputed companies/firms/agencies for providing services for the maintenance of Guest House at Quarter No. 603, (6th Floor), 2 Nos. Suites, Sanchar Minar, Alipore, 4, New Road, Kolkata – 700027 for a period of one year from the date of contract.

2. Tender document will be issued from O/o the Pr. CCA, Kolkata, Telephone House, 2nd Floor, 8, Hare Street, Kolkata – 700001 from 11.00 Hrs of 03.04.2017 to 14.00 Hrs of 24.04.2017 upon payment of Rs. 100/- (Rupees One hundred) in Cash or DD (in case of DD, in favour of Accounts Officer [Payment]), O/o the Pr. CCA, Kolkata. The NIT and Bid Document is also available in this office website www.ccakolkata.gov.in. and <http://eprocure.gov.in> The Bid document can be submitted by downloading the documents from above websites without any payment towards the cost of Bid documents but with the requisite amount of EMD.


The schedule of tender is as follows:

Sl. No.	Activity Description	Time Schedule
1	Tender No.	CCA/CTD/Tender/IQ Maintenance/2017-18
2	Cost of Tender document	Rs. 100/- (Cash or DD)
3	Estimated cost of tender	Rs. 1.2 Lakh per annum.
4	Sale of Tender Document	11.00 Hours to 14.00 Hours on all working days from 03.04.2017 to 24.04.2017.
5	Last date and Time of Receipt of tender document	14.30 Hours of 24.04.2017
6	Amount of EMD to be deposited.	Rs. 4,000/- (By DD)
7	Time and Date of Opening of Technical Bid.	15.00 Hours of 24.04.2017
8	Place of opening of Technical Bid.	Conference Room, O/o the Pr.CCA, Kolkata, 8, Hare Street, 2nd floor, Kolkata- 700001.
9	Place, Date & Time of opening of Financial Bid.	To be notified later.
10	Validity of tender	90 days from the date of Opening
11	Likely to be deployed	May 2017.

3. The interested companies/firms/agencies may put the tender documents complete in all respect along with Earnest Money Deposit (EMD) Rs 4,000/- (Rupees four thousand) only and other requisite documents within scheduled time as mentioned above in the Tender Box kept in Admin section, O/o Pr. CCA, Kolkata, 8, Hare Street, 2nd Floor, Kolkata - 700001. The tenders shall not be entertained after last date & time under any circumstances whatsoever.

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4. This office reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to reject any or all the tenders without giving any notice or assigning any reasons. The decision of the CCA, Kolkata in this regard shall be final and binding on all.


Dy. Controller of Communication Accounts
 O/o the Pr. CCA, Kolkata
 Tel: (033) 2213-7402

Tender No: CCA/CTD/Tender/IQ Maintenance/2017-18.

Date: 03.04.2017.

Copy to:

1. Director (IT), DoT HQ, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001.
2. Website: www.ccakolkata.gov.in
3. CPP Portal : <http://eprocure.gov.in>.
4. ACCA (Payment), O/o the Pr CCA, Kolkata-700001.
5. M/s. The Jana Enterprise, 161, Bagpota Road, Sarsuna, near Sonali Park, Kolkata-61.
6. M/s. R. S. Enterprise, 77, Buxarah Road, Santragachi, Howrah – 711104.
7. M/s. Paradise Enterprise, 6/6, Kesto Ganga Das Para, Link Road, P.O. –Sarsuna, Shibrampur, Behala(West), Kolkata-700061.
8. M/s. Shree Krishna Enterprise, 3/2, Jagadish Chandra Vedavyas Lane, Salkia, Howrah – 711 106.
9. M/s. OM Enterprises, B/49/5/H/55, Karl Marx Sarani, Kolkata -700023.
10. M/s. N. B. Enterprise, Kanthadhar, Chunaripara, PO-Ichapur, Nababganj, Distt. – 24 Pgs (North), Pin-743144.
11. M/s. I.B. Security & Maintenance Services, Plot Holding No. RGM/127/07, Kaikhali, Daspara, Dumdum Airport, Kolkata – 700052.
12. M/s. DCM Vigilance & Maintenance Services Pvt. Ltd., Kaikhali Chiriamore, P.O. & PS – Dumdum Airport, Kolkata – 700052.
13. M/s. A & IB Securitas Pvt. Ltd., Plot Holding No. RGM/127/07, Kaikhali, Daspara, Dumdum Airport, Kolkata – 700052.
14. M/s. Panther Security Services, 153/4, Jessore Road, Dumdum, Kol-74.
15. M/s. Expert Service, 24/1, Bhuvan Mukherjee Lane, Salkia, Howrah-711106.
16. M/s. SD Nandy and Brothers, 3/2 Jagadish Chandra Vivyas Lane, Salkia, Howrah-711106.
17. M/s. Papia Enterprise, Vill + PO- Kanduah, PS Sankrial, Howrah-711302.
18. M/s. Silent Watch, Mukundadas Pally, Das Para Road, Kolkata-700063.
19. M/s. Group-B, Security & Pee- Kay Services, EP-37, JL Sarani, Thakurpukur, Kolkata-700063.
20. M/s. Watch & Ward Security Service, 2/2G, Mahendra Banerjee Road, Parnashree, Kolkata-700060.
21. M/s. Bardsai Facility Service, 67/2, Ground Level, Mahatma Gandhi Road, Kolkata-700009.
22. M/s. Saraswati Construction, 58/1/1, Nilratan Mukherjee Road, Howrah-711102.
23. M/s. Homeland Facility Service Pvt. Ltd., 60/1, Ripon Street, Kolkata- 7000016.
24. M/s. Arham Management Solution Pvt. Ltd, 2, Raja Wound Munt Street, 4th floor, Kolkata-700001.
25. Notice Board.

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Section-B

(TENDER DOCUMENT)

**GENERAL TERMS AND CONDITIONS
& INSTRUCTIONS TO THE TENDERER**

1. Sealed Tender super scribed "Tender for maintenance of Guest House at Sanchar Minar, 4, New Road, Alipore, Kol-27 is to be dropped in the 'Tender Box' kept in the office of the Principal CCA, Kolkata, Telephone House (2nd floor), 8, Hare Street Kolkata -700001, on any working days from 11.00 hrs of 03.04.2017 upto **14.30 hrs. of 24.04.2017**, after which date and time no tender will be accepted. These tenders will be opened at **15.00 hrs.** on 24.04.2017 in presence of the tenderers or their authorized representatives, if any.
2. The tender must be unconditional; otherwise it is liable to be rejected without any reference to the tenderers. The CCA, Kolkata reserves the right to accept or reject any or all tenders without assigning any reasons and is not bound to accept the lowest tender.
3. **Rate Validity**
 - a) **The Tenderers shall submit the Price Schedule in the format at Section-D (Page No.13).**
 - b) **All rates quoted must be firm and valid for one year from the date of award of work.**
 - c) **All rates quoted shall not be affected by any escalation in rates of labour during the rate validity period whatsoever.**
4. A sum of Rs.4,000/-(Rupees four thousand) only is to be paid on Demand Draft as earnest money payable to Accounts Officer (Payment) O/o the Principal CCA, Kolkata. Without EMD the tender will be summarily rejected.
5. The successful tenderer must deposit an amount equal to 5% of the monetary value of job awarded to him as security money in form of Bank Guarantee in favour of Accounts Officer(Payment), O/o the Principal CCA, Kolkata. Security deposit will be refunded after due fulfilment of work as per tender conditions.
6. EMD will be refunded to the unsuccessful Tenderers after finalization of tender formalities. For the successful tenderer, the EMD will be refunded upon the bidders acceptance of the work order and furnishing the security deposit. The earnest money is liable to be forfeited in case of failure to deposit the security money within the prescribed time or non-compliance of any of the terms and conditions of the tender.

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7. The decision of the CCA, Kolkata regarding forfeiture of earnest money will be treated as final and binding.
8. No interest will be paid on the security money deposit while it is in the custody of O/o the Principal CCA, Kolkata.
9. The O/o the Principal CCA, Kolkata reserves the right to forfeit or adjust the whole or any part of the security deposit for any lapse from the part of the successful tenderer in carrying out his contract. The contractor shall have to deposit within 1(one) week further security money forthwith for the full amount or an amount sufficient to make up deficit as the case may be. Regarding this CCA, Kolkata decision is final and binding.
10. The tenderer and the contractor are synonymous and shall include his/their legal successors or assignees.
11. Submission of a tender will bind the tenderer to the acceptance of all the terms and conditions specified in the document.
12. In the event of any question, dispute or difference arising under this contract agreement or in connection wherewith except as to matters the decision on which is specifically provided under the general terms and condition of this tender, the same shall be referred to the sole arbitration of CCA, Kolkata or any other person appointed by him as the Arbitrator. There will be no objection to any such appointment on the ground that the Arbitrator is an employee Department of Telecommunications.
13. Contract will be awarded to the lowest bidder.
14. The tender paper is not transferable.
15. During the performance of the contract, the contractor shall at his/its own cost and initiative fully comply with all the applicable laws of the land including bye laws, rules, regulation, orders or other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government or other Civic authorities.

Eligibility criteria of tenderer

16. The tenderers must enclose with the tender Income Tax Clearance certificate, failing which the tender is liable to be rejected.
17. The tender form and detailed information may be available from Dy. Controller (Admin & Procurement) O/o the Principal CCA, Kolkata, Telephone House (2nd Floor), 8, Hare Street, Kolkata-700001 on payment of non-refundable **Rs.100/-** (Rupees one hundred) only either in cash or demand draft payable to A.O.(Payment), O/o the Principal CCA, Kolkata, Telephone House (2nd Floor), 8, Hare Street, Kolkata-700001 on all working days between 11.00 hrs. of 03.04.2017 upto 14.00 hrs of 24.04.2017. The NIT & Bid Document can also be downloaded from **www.ccakolkata.gov.in**.

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18. Tenderers are requested to quote the rate both in figure and words. In case of difference between figure and word, the amount in words will be accepted.

19. Superscription on each envelope for technical bid and financial bid separately.

i) **Technical bid documents:**

- a) IT clearance certificate & Xerox copy of PAN card:
- b) Demand draft for Earnest Money Deposit.
- c) Trade Licence.
- d) No relationship certificate.

ii) **Financial bid document**

The Price Schedule will be as per Page-13, Section-D. It should be submitted in a separate envelope super scribed as Financial Bid.

20. Successful Tenderer should enter into an agreement with the Department for satisfactory compliance of all maintenance works and other tender conditions as enumerated in tender document and tender form which is part of tender document.

21. The contract service of the successful Tender may be terminated with seven days notice without assigning any reason. In that case payment will be made on pro-rata basis if monthly rate is fixed as Rs."X" then for 'Y' days work in a month, the paid amount will be Rs. = $(X \times Y)/30$.

22. Tender will ordinarily remain valid for 1(one) year if not terminated earlier, from the date of acceptance. It may be extended by one more year if necessary on the same terms & conditions by the department.

23. **Removal From Contract :**

The Contractors shall be removed from the empanelment under the following circumstances:

a) If the Contractor is convicted under a criminal act.

b) If the Contractor has been found guilty of adopting corrupt practice.

Such Contractor or its partner shall not be allowed to empanel for any work in O/o the Principal CCA, Kolkata Services in future either in the same name or in any other name in which any partner has an interest.

24. **Force Majeure Clause**

(a) If at any time, during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this Contract be prevented or delayed by reason of :
Any war or hostility

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Acts of public enemy, civil commotion, sabotage, explosions, Effects of flood, epidemics, quarantine restrictions, freight embargoes, General strikes, Bandhs & Acts of God.

Hereinafter referred to as **EVENT**, neither party shall, by reason of such **EVENT**, be enlisted to terminate this Contract, nor shall any party have any claim to the damages against the other in respect of such non-performance or delay in performance, provided that **notice** of happening, of any such **EVENT** is given by either party to the other **within 7 (seven) days** from the date of occurrence of the **EVENT**.

(b) If a Force Majeure **EVENT** occurs, the Contractor shall promptly notify the Tenderer in writing of such conditions and the cause thereof. Unless otherwise directed by the Tenderer in writing, the Contractor shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure **EVENT**.

25. Payment

a) Monthly bills in triplicate along with necessary related documents like pre-receipt, etc should be submitted in the first week of next month to the authority placing the order for arranging the payment. **No advance payment in any form will be made.**

b) **All payments are subject to deduction of Income Tax as applicable from time to time.**

26. Penalty

Security deposit will be forfeited for unsatisfactory service as fixed by the competent authority of **O/o the Principal CCA, Kolkata**, if any. The contractor shall also be responsible for safety and safe keeping of all DoT property/items in the Guest House. The Office reserves a right to impose suitable penalty in case of loss or damage to property.

27. Disputes and Arbitration

In case of any dispute or differences, breach and violation relating to the terms of the agreement, the said dispute or difference shall be referred to the sole arbitration of CCA, Kolkata or any other person appointed by him. That the award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the CCA, Kolkata, Department of Telecommunications shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The CONTRACTOR will have no objection in any such appointment that arbitrator so appointed is employee of O/o the Principal CCA, Kolkata, Department of Telecommunications. The adjudication of such arbitrator shall be governed by the provision of the 'ARBITRATION and CONCILIATION Act, 1996' or any statutory modification or re-enactment thereof or any rules made thereof.

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28. FORMAT AND SIGNING OF BID

- a) Envelope A: Technical Bid: Original and one copy of un priced bid along with all requisite papers & documents asked for Vide Clause 19.
- b) Envelope B: Financial Bid: Price Schedule (Section D) should be submitted in separate envelope properly sealed & super scribed.

29. Sealing and Marking

- a)
 - i) The Bids should be submitted separately as Technical Bid & Financial Bid. The Technical Bid is to be placed in an envelope duly sealed & marked as Technical Bid.
 - ii) **Financial Bid (Price Bid)** is to be placed in a separate envelope duly sealed and specifically marked as **Financial Bid** over the envelope. The Financial Bid will be opened only for those who qualify in Technical Bid. **Both the envelopes should be placed in a third envelope which will also be sealed properly and marked. All the envelopes must be waxed sealed/PVC sealed and the outer envelope will also be wax sealed/PVC sealed.**
- b) The envelopes should be super scribed **“Tender for maintenance work in Guest House under Pr. CCA, KOLKATA, DEPARTMENT OF TELECOMMUNICATIONS.**
- c) The bottom left hand corner of the covers should indicate the name and address of the firm/tenderer. (Tenders without the name of the firm will not be opened).

30. Depositing the Tender

- a) **“Sealed Tender”** has to be dropped in the “Tender box” kept in the office of the **O/o the Principal CCA, Kolkata, Telephone House (2nd Floor), 8, Hare Street, Kolkata-700001** on any working day from 11.00 hrs of 03.04.2017 up to **14.30 hrs of 24.04.2017.**
- b) **Late tender:** Any tender received after 14.30 hrs. of the date of opening of the tender will not be considered.
- c) In the event of the specified date for the submission of bids being declared **holiday** for the **O/o the Principal CCA, Kolkata**, the bids will be received up to the appointed time on the next working day or if there is a sudden **Strike or Bandh** the bid will be received on next second day.
- d) **No tender will be accepted by Post/Courier Service.**

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- 31.** The bidder should give a certificate that none of his/her relative is working in the O/o Pr. CCA, Kolkata. In case of Proprietorship firm, certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Govt. of India/Financial institution in the concerned unit. Nominees and independent non-official part time Directors appointed by Govt. of India or the Governor of the State. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and **O/o the Principal CCA, Kolkata** will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the tender called by the office.

The near relatives for this purpose are defined as:

- (a) Members of Hindu undivided family.
- (b) Husband and wife.
- (c) One is related to other in the manner as father, mother, son(s) & Son's wife(daughter-in-law), Daughter(s) and Daughter's husband (son-in-law) both(s) and brother's wife, sister(s) and sister's husband(brother-in-law).

The format of the certificate to be given as I.....S/o.....
r/o.....hereby certify that none of my relative(s) as defined in the tender document is/are employed in the O/o The Principal CCA, Kolkata unit as per details given in tender document. In case at any stage it is found that the information given by me is false/incorrect, O/o the Principal CCA, Kolkata shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

32. Set off

Any sum of money due and payable to the supplier (including security deposit refundable to him) under this contract may be appropriated by the purchaser or the DoT or any other person(s) contracting through the O/o The Principal CCA, Kolkata and set off the same against any claim of the Purchaser or the O/o Principal CCA, Kolkata or such other person or person(s) for payment of a sum of money arising out of this contract or under any other contract made by the supplier with the Purchaser or O/o the Principal CCA, Kolkata or such other person(s) contracting through O/o the Principal CCA, Kolkata.

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33. Manning to be done by the successful tenderer for Guest House round the clock.

Cleaning, washing & sweeping materials and Odonil of standard quantity will be supplied by the Department.

Cooking and serving utensils and bed linen are available in the Guest House. If any additional cooking utensils, bed linen are required, it will be supplied by the department. Bed sheets and other linen should be changed with clean ones after every three days or on change of allottee.

The Tenderer will collect the charge for providing food from the allottee as per specific rate fixed by the Department. The menu with the approved rate chart will be provided in each Suite by the Agency. Any complaint received from the allottee regarding over charging beyond specific rate or any other nature of complaint may attract action as deemed fit by the Department.

The Tenderer shall also collect the room rent from the Allottee & deposit the same on weekly basis to O/o the Principal CCA, Kolkata.

Tenderer shall be liable for any loss or damage of equipment/materials/utensils from Guest House.

The Tender will remain valid for one year from the date of acceptance.

UNDERTAKING

I /We agree to the general terms and conditions of the contract as laid down in the tender document enclosed in tender form. I/We also agree that other than the printed terms and conditions, if any, at the back of our quotation form or any other paper enclosed are not applicable.

Date.....

Place.....

.....
(Signature of the Bidder)

Name in Block.....

Address.....

Seal with Telephone No.

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**Tender for maintenance of 1 No. Guest House
under O/o The Principal CCA, Kolkata**

SECTION – C

SPECIFICATION & REQUIREMENTS

Sl.No.	Item No.	ITEM OF JOBS
01	C 1.1	Dusting, Cleaning & sweeping of Guest House
02	C 1.2	Everyday cleaning of toilet using toilet cleaners
03	C 1.3	Dusting, Cleaning of dining space, terrace, equipment, furniture, fixture etc.
04	C 1.4	Washing of all utensils, bed sheets, bed cover, pillow cover, towels, drapes, curtains, upholstery etc.
05	C 1.5	Preparation of food and serving to the allottee.
06	C 1.6	Manning and associated works round the clock.

Sl. No.	Name of the Guest House & Address	Name of maintenance works
1.	GUEST HOUSE. at Sanchar Minar(6 th Floor), 4, New Road, Alipore, Kolkata.-700027	(1) Two suites including One Dining Hall, (2) one Kitchen; (3) Attendant Rooms; (4) Two Toilets and one Sitting Room.

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**Tender for maintenance of 1 No. Guest House
under O/o The Principal CCA, Kolkata**

SECTION-D

PRICE SCHEDULE

TENDER No.CCA/CTD/Tender/IQ Maintenance/2017-18 Dated: 03.04.2017

Tender offer No.....

Date.....

To be opened on .2017 at 15.00 hrs. in the Conference Hall O/o the Principal CCA, Kolkata. Telephone House, 2nd Floor, 8, Hare Street, Kolkata-700001

Rate to be quoted as a whole for cleaning & sweeping of Inspection suites with toilets, washing of bed sheets, bed covers, pillow covers, towels, utensils etc. and preparation of food and serving to the allottee of Guest House:

Sl. No.	Name of the Guest House & Address	Details of IQs.	Rate inclusive of all taxes (Per month)
1.	GUEST HOUSE. At Sanchar Minar, (6 th Floor) 4, New Road, Alipore, Kolkata.	Two Suite including One Dining Hall, one Kitchen; Attendant Room; Two Toilets and one Sitting Room.	

(Signature of the Bidder)

Name in Block letter

Address.....

Seal

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Tender for maintenance of 1 No. Guest House under O/o The Principal CCA, Kolkata

GENERAL COMPLIANCE SCHEDULE

(ANNEXURE – A)

SI. No.	Item	Vendor's Confirmation	Deviation (If any)
1.	General Terms & Conditions (Section – B)	Agreed/Not agreed	
2.	EMD (Section-B, Clause-4)	Deposited/Not Deposited	
3.	Latest Income Tax Registration & clearance certificates (PAN) (Section-B, Clause-16)	Deposited/Not Deposited	
4.	Security Deposit (Section-B, Clause-5)	Agreed/Not agreed	
5.	Payment Terms (Section-B, Clause-25)	Agreed/Not agreed	
6.	Penalty Clause (Section-B, Clause-26)	Agreed/Not agreed	
7.	Rate validity (Section-B, Clause-3)	Agreed/Not agreed	
8.	Special terms & condition and instructions to the tenderer (Section-B, Clause-33)	Agreed/Not agreed	
9.	<p>Envelop marked with "TECHNICAL & FINANCIAL BID" and WAX/PVC tape sealed and Stamped with the firms name containing the following documents:</p> <p>a) IT clearance certificate & Xerox copy of PAN card:</p> <p>b) Demand draft/Cash receipt for Earnest Money Deposit</p> <p>c) Superscription on envelope "Technical Bid".</p> <p>d) Superscription of envelope "Financial Bid".</p> <p>e) No relationship certificate</p> <p>f) Trade Licence.</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>	

Signature with date

Name in Block Letters

Seal of the Company

Note: In case the vendor's confirmation is negative, specific Comments are to be filled in the Deviation column.

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Tender for Maintenance works in one No. Guest House
Under O/o the Pr. CCA, Kolkata

ANNEXURE – B
BIDDERS QUALIFICATION FORM
PART – I

Bidder's Ref. No:

To

The Dy. CCA (Admin & Procurement),
O/o Principal CCA, Kolkata, 8, Hare Street,
Kolkata-700001.

Dear Sir,

Having examined the conditions of contract as in Bid Documents and specifications including Addenda Nos. _____ the receipt of which is hereby duly acknowledged, we the undersigned officer **for maintenance of 1No. Guest House under** O/o Principal CCA, Kolkata, 8, Hare Street, Kolkata-700001 in conformity with the said specified conditions of contract and specifications for the sum mentioned in the **Price Schedule** or such other sums as may be ascertained in accordance with the schedule of rates attached herewith and made part of this Bid.

We undertake, if our Bid is accepted for maintenance work in Guest House as specified in the contract within **1 week** from the date of issue of your Advance Work Order.

If our Bid is accepted, we will furnish the Security deposit in the form of demand draft of any Nationalized/Scheduled Bank for the sum as stipulated in the Tender Document.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Work Order or contract is prepared and executed this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. We understand that you are not bound to accept the lowest or any bid you may receive.

Date this day of2017.

Signature _____

(Name in Block Letters of the Signatory)

In capacity of

Duly authorized to sign the bid for and on behalf of **Attach Copy of Power of Attorney**
(Documentary proof enclosed)

Witness _____

Address: _____

Signature: _____

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**Tender for Maintenance of 1 No. Guest House
under O/o the Pr. CCA, Kolkata.**

ANNEXURE – B

EARNEST MONEY DEPOSIT DETAILS

PART – II

To

**The CCA,
O/o, Principal CCA, Kolkata,
Telephone House,
8, Hare Street, 2nd Floor
Kolkata – 700 001.**

The undersigned hereby tenders for maintenance work of 1 no. numbers Guest House under O/o Principal CCA, Kolkata and agrees to hold this tender open for your acceptance for 90 days from the date of opening of the tender.

Details of EMD is given below:

**Demand Draft No: _____ dated _____ of Rs.4,000/- for
one Guest House is enclosed as EARNEST MONEY DEPOSIT.**

Signature : -----

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

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Tender for Maintenance of 1 No. Guest House
under O/o the Pr. CCA, Kolkata.

Annexure – C

Information about the Tenderers

(To be submitted along with the tender)

1.	Name of the firm / Individual / Company	
2.	Registered Address	
3.	Contact phone numbers	
4.	Fax number	
5.	Name of the sole Proprietor or name of the Partners/Directors	
6.	Name of the person authorized to execute contractual agreement and the capacity in which he is authorized	
7.	Permanent Income Tax No	

Signature with date

Name in block letters
Company

Seal of the