



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Sankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE No : Record-I/C/Purchase of Canteen Utensils / 2022-23 dated 06.09.2022

DATE OF ISSUE OF TENDER DOCUMENT : 06.09.2022

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 16.09.2022 at 01.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 16.09.2022 at 03.00 pm.

PLACE OF OPENING OF THE TENDERS: O/o the Director General of Audit (Central), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing), Kolkata: 700-001

NOTICE INVITING LIMITED TENDER ENQUIRY FOR SUPPLY & INSTALLATION OF CANTEEN UTENSILS AGAINST BUYBACK OF SOME OLD UTENSILS

Office of the Director General of Audit (Central), Kolkata, invites sealed quotations for supply and installation of utensils for office canteen, against buy-back of some old utensils, as per the specifications detailed below.

ITEM/MODEL	Qty.	Make	Buy back quantity	Technical Specification
Different Utensils as specified in ANNEXURE-B	Mentioned in Annexure-B	Any Reputed Company (subject to conformity of the technical specifications)	Mentioned in Annexure-B	Stated in Annexure-B

The above items are required to be supplied at the **Office of the Director General of Audit, Central, Kolkata** and as per the detailed terms and conditions mentioned in Annexure –A and technical specifications in Annexure-B.

Bidders should furnish the duly filled tender certificate (Annexure-C), failing which tender will be cancelled.

Sealed quotations, superscribed as **“QUOTATIONS FOR SUPPLY OF CANTEEN UTENSILS FOR THE OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA”**, and addressed to the **Dy. Director (Administration), Office of the Director General of Audit (Central), Kolkata-700001**, are invited from prospective bidders and the same must reach latest by **1.00 pm on 16.09.2022** by hand/by post in Record-I section/in the tender box located on 1st floor of this office.

The Bids shall be opened in the chamber of Dy. Director (Administration), O/o the Director General of Audit, Central, Kolkata, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 on **16.09.2022 at 03.00 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

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ANNEXURE-A

Eligibility Criteria and Terms and Conditions:

1. The Bidder should be registered with the Income Tax, Goods & Service Tax Department. Supporting documents viz. Copies of Income tax Registration (PAN) and Goods & Service Tax (GST) registration shall be required to be submitted with the bid documents.
2. Income Tax Acknowledgement receipt for last 3 Assessment years may be presented.
3. Brochure of all the products quoted with technical specifications is mandatory.
4. Bidder/OEM should submit technical specification of their own products.
5. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
6. Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID/ phone not the responsibility of O/o the Director General of Audit, Central, Kolkata.
7. Bidders should have experience in supplying canteen utensils/stationeries to Central Government or PSU or State Government offices. Supporting documents related to 3 (three) such works should be provided.
8. Bid price should be inclusive of all taxes, levies, installation charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
9. Conditional Quotations will not be accepted and bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
10. The authority reserves the right to cancel or postpone the tender without assigning any reason thereof. O/o the Director General of Audit, Central, Kolkata reserves the right to reject any item found to be non-confirming to required quantity and specification at the time of supply from the successful bidder.
11. If, the selected bidder fails to deliver the items at specified address within 30 days from the receipt of award of contract, the competent authority will recover from the contractor, a sum equivalent to 0.5(half) percent of the prices of the goods delivered late for each week or part thereof of delay.
12. Goods if found defective at the time of actual use, must be replaced at once. Hence, all the goods must be covered under a free replacement condition till their actual use. Onsite warranty of at least one year for the furniture must be provided.
13. The competent authority of O/o the Director General of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
14. The supplier must submit bill (in triplicate) on or after successful execution of the order.
15. **Location of Supply:** All the items will have to be supplied and installed at the **Office of the Director General of Audit, Central, Kolkata**, at free of cost.
16. No loading and unloading charges will be paid by this office for the supply towards the utensils.

17. No charges for taking away the buyback items from this office will be paid by this office.
18. The quantity shown in the Schedule may increase or decrease to any extent depending upon the actual requirement.
19. **L1 bidder will be decided on the basis of the consolidated rate of all the items (including the deduction of amount offered for buy-back) mentioned in Annexure-B . No individual item L1 rate will be ascertained.**
20. **Terms of Payment:** No advance payment will be provided to the supplier. Payment against bill/invoice shall be released only after successful delivery of items at O/o the Director General of Audit, Central, Kolkata, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 and subsequent inspection of the furniture after such delivery.


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Annexure-B

Details of Kitchen Utensils required (with technical specifications) along with the details of buyback

SL NO	ITEM REQUIRED	SPECIFICATIONS OF THE ITEM	Qty Required (PCS)	No. of items offered for buyback (in pcs)
1	KADAI (BIG SIZE)	a)10 NO. size b) Make ALUMINIUM c)Good Quality	2	2
2	KADAI (SMALLSIZE)	a)8 NO. size b) Make ALUMINIUM c)Good Quality	4	4
3	THALA (BIG SIZE)	a)ROUND SHAPE (4 IN 1) b)(20 GADGE 31CM) c) Make ALUMINIUM d)Good Quality	100	80
4	DINNER SPOON	a)19 CM b)Good Quality Steel	200	150
5	CARRY BALL (BIG SIZE) (GAMLA)	a)CAPACITY 150 HEADS b)Good Quality Steel	4	16pcs of different size
6	CARRY BALL (MEDIUM SIZE) (GAMLA)	a)CAPACITY 50 HEADS b)Good Quality Steel	6	
7	CARRY BALL (SMALL SIZE) (GAMLA)	a)CAPACITY 0-40 HEADS b)Good Quality Steel	4	
		a)CAPACITY 10-15 HEADS b)Good Quality Steel	4	
8	KNIFE (HEAVY)	a)8 INCH b)Good Quality	6	6
9	PEELER	a)Y SHAPED b)STRAIGHT PEALER P014	12	12
10	TRAY (BIG SIZE)STEEL	a)26"X20" b) Good Quality Steel	4	5 pcs of different size
		a)15"X11" b)Good Quality Steel	2	
11	TRAY (SMALL SIZE)	a)12"X10" b)Good Quality Steel	4	5 pcs of different size
		a)10"X8" b)Good Quality Steel	2	
12	DECHKI (BIG TO SMALL SIZE 2 SET WITH COVER)	a)HEAVY BOTTOM ROUND SHAPE b)CAPACITY 150 HEADS c)Good Quality Aluminium	3	10 pcs of different size
		a)HEAVY BOTTOM ROUND SHAPE b)CAPACITY 50 HEADS c)Good Quality Aluminium	3	
		a)HEAVY BOTTOM ROUND SHAPE b)CAPACITY 20 HEADS c)Good Quality Aluminium	3	
		a)HEAVY BOTTOM ROUND SHAPE b)CAPACITY 10 HEADS c)Good Quality Aluminium	3	
13	WOODEN BARKOSH (BIG SIZE)	a)36" ROUND SHAPE b)Good Quality	2	2

14	WOODEN BARKOSH (SMALL SIZE)	a)24" ROUND SHAPE b)Good Quality	1	1
15	WOODEN TAARU	a)36" INCH LONG b)Good Quality	1	1
16	DABU (BIG SIZE)	a)24" INCH LONG b) Good Quality IRON	2	2
17	DABU (SMALL SIZE)	a)18" INCH LONG b)Good Quality IRON	2	2
18	FIBER TRAY (BIG SIZE)	a)350X450 MM b)Good Quality	3	--
19	WOODEN CHAKTI WITH BELNI	a)9"-14" INCH b)ROUND SHAPE c)Good Quality	3	3
20	GAS LIGHTER (BIG SIZE)	a)1.5 FEET	2	--
21	CHANTA(BIG SIZE)	a)4 FEET b)Good Quality Heavy Iron	2	2
22	CHANTA (SMALL SIZE)	a)2 FEET b)Good Quality Heavy Iron	4	4
23	KHUNTI (BIG SIZE)	a)4 FEET b) Good Quality Heavy Iron	2	2
24	KHUNTI (SMALL SIZE)	a)1FEET b)Good Quality Heavy Iron	1	1
25	PANJA HATA (BIG SIZE)	a)8.5X1.1X24 CM b)Good Quality Heavy Iron	3	2 pcs of different size
26	PANJA HATA (SMALL SIZE)	a)6.5X1.1X24 CM b)Good Quality Heavy Iron	3	
27	SERVICE SPOON	a)8.25" b)Good Quality Steel	12	10 pcs of different size
28	SERVICE SPOON (SMALL SIZE)	a)3-7 INCH b)Good Quality Steel	12	
29	CATCHER	a)9.25" b)STAINLESS STEEL	6	3
30	BALTI	a)5 LTR b) Good Quality ALUMINIUM	4	4
31	STEEL MUG	a)2 LTR b)STAINLESS STEEL Make	4	4
32	STEEL JUG	a)1 LTR b) STAINLESS STEEL Make	3	3
33	CHAPATI NET	a)IRON Make Good Quality	2	--
34	TEA NET	b) PLASTIC Make Good Quality	2	--
35	LEMON PUNCHING	WOODEN	2	2
36	RICE NET (MEDIUM SIZE)	a)18 KG RICE CAPACITY b)Good Quality Aluminium	1	1416
37	RICE NET (SMALL SIZE)	a)8 KG RICE CAPACITY b)Good Quality Aluminium	1	1003
38	BATI (3 ITEM)	a)250 ML capacity b)10.60 CM ROUND DIAMETER c)5 CM HEIGHT d)Good Quality Jindal Steel	100	190 pcs of different size
		a)200 ML capacity b)10 CM ROUND DIAMETER c)4.6 CM HEIGHT d) Good Quality Jindal Steel	100	

		a)100 ML capacity b)8 CM ROUND DIAMETER c)3.9 CM HEIGHT d)Good quality Jindal Steel	150	
		a)OVAL SHAPE BOWL b)21 CM c)Good quality Jindal Steel	50	
39	FRY PAN (NON STIC HEAVY GAZE)	a)24 CM b)INDUCTION COMPATABLE	2	2
40	CONTAINER	Good Quality (BIG TO SMALL SIZE WITH MICRO OVEN PROOF)	2 SET	--
41	WATER BOTTLE	Good Quality 1 LTR	12	8
42	PRESSURE COOKER (BIG SIZE)	a)12 LTR b)Good Brand c)Hawkins Marked d)ISO SPECIFICATION	1	1
43	PRESSURE COOKER (MEDIUM SIZE)	a)8.5 LTR b)Good Brand c)Hawkins Marked d)ISO SPECIFICATION	1	1
44	PRESSURE COOKER (SMALL SIZE)	a)5.5 LTR b)Good Brand c)Hawkins Marked d)ISO SPECIFICATION	1	1
45	COVER DRUM (BIG SIZE)		6	4
47	BOTI	a)IRON BOTI Heavy	1	1
48	CASSEROLE (BIG SIZE)	a)20Ltr b)Good Brand	1	7 pcs of different size
49	CASSEROLLE (MEDIUM SIZE)	a)15Lt b)Good Brand	6	
50	CASSEROLE (SMALL SIZE)	a)10Ltr b)Good Brand	3	
51	BUNDI JHAJRI	1FEET LONG	1	1
52	APPRON WITH CAP	COTTON	12	--
53	IDLI MAKER (MEDIUM)	CAPACITY 50 PCS	1	1
54	DOMESTIC KADAI	a)(1.5 LTR) INDUCTION USE b) Good Brand	1	--
55	MICROWAVE PROOF THALI	a)11" 4 COMPARTMENT	200	---
56	CHALUNI	ROUND SHAPE	1	---
57	POTATO SLICER(BIG)	(Y SHAPED)	2	---
58	CHINESE TAWA	IRON	1	---
59	CHAP TAWA (MEDIUM)		1	---
60	BIRIYANI HANDI(MEDIUM WITH COVER)	a)GOOD QUALITY b)CAPACITY 40KG c)ALUMINIUM MAKE	1	---

61	CHOPPER (BIG SIZE)	a)7/3.5" b)STAINLESS STEEL	1	---
62	TATA KNIFE (HONING ROD)	a)12inch Diamond Knife Honing Rod,	1	---
63	NORMAL TAWA	(BIG SIZE HEAVY GAZE)	1	---
64	CHOPPING BOARD	18"X12"GREEN, 18"X12"YELLOW, 18"X12"RED, 18"X12"WHITE,	6	---

[Note: Composite price range for all the utensils aforesaid should be within ₹3,25,000 (incl. GST & all other charges)before deducting buyback amount]


 Senior Audit Officer/Record

Annexure-C

Tender Format

To

The Dy. Director (Administration)
O/o the Director General of Audit, Central, Kolkata
Govt. Of India Press Building (East Wing),
8, Kiran Sankar Roy Road,
Kolkata-700 001.

Sir,

With reference to your tender Notice No. _____

dated _____ I am to submit my tender for **SUPPLY OF CANTEEN UTENSILS (ON BUY BACK)** in your Office premises.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry out the contract satisfactorily, I will be liable to termination of the contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of product
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copy of PAN card
5. Copy of GST Registration Certificate.
6. Other documents as stated in Terms & Conditions

Signature-----

Name of Tenderer-----

M/s-----