

प्रधान निदेशक लेखापरीक्षा का कार्यालय  
रेलवे उत्पादन युनिटें एवं मेट्रो रेलवे  
नई कोइलाघाट बिल्डिंग 5)वीं मंजिल(  
,14स्ट्रैंड रोड001 700 -कोलकाता ,



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT  
RAILWAY PRODUCTION UNITS & METRO RAILWAY  
NEW KOILAGHAT BUILDING (5<sup>TH</sup> FLOOR)  
14, STRAND ROAD, KOLKATA- 700 001

सं. PU/RC/31-19/2023/

दिनांक:- 18.12.2024

## NOTICE INVITING TENDER

- Sealed quotations are invited for suitable, bonafied and experienced vendors regarding renovation of Office Chamber of this Office. The sealed quotations are to be addressed to Sr. Audit Officer/Admn, Office of the Principal Director of Audit, Railway Production Unit & Metro Railway, 14<sup>th</sup> Strand Road, New Koilaghat Building(5<sup>th</sup> Floor), Kolkata-700001.
- Estimated Work to be undertaken: Renovation and repairing of Office Chamber with the wall of washroom side & floor of the same side. The damaged portion of the chamber wall (approx. 162 Sq feet) and floor area(approx..153sqft) requires chemical treatment. Further, the fittings of Acrylic Sheet on the walls needs replacement/repair and laying of Acentric Mat in the floor with 19mm matching Ply is also required. All materials and labour shall be provided by the vendor. The vendor shall also clear all the rubbish materials accumulated during course till end of the work.
- The quotation may be sent by post/hand and should reach this Office by 30<sup>th</sup> December 2024 at 15:00 Hrs.
- The successful bidder shall deposit security money @ 5% of the tender value in form of Bank Guarantee for minimum of one year with any nationalized bank. The same may be forfeited in case of breach of contract, if any.
- Bidders have to submit EMD (Earnest Money Deposit) @ 5% on the contract value drawn in favor of Financial Advisor and Chief Accounts Officer/Eastern Railway, Kolkata (Bank Guarantee) and a valid EMD declaration (Annexure-V).
- Conditional Quotations will not be accepted.
- The Office reserves the right to cancel the contract without assigning any reason.
- Annexures I to VI may be duly filled and submitted.

DA: As stated.

— sd / —  
Sr. Audit Officer, Admn & RC  
RPU & MR, Kolkata

सं. PU/RC/31-19/2023/ 2064

दिनांक:- 18.12.2024


Copy forwarded for information and necessary action to :-

1. Office Notice Board.
2. The Sr. AO/EDP/RPU/Kolkata with the request to upload the Notice in office website.

— sd / —  
Sr. Audit Officer, Admn & RC  
RPU & MR, Kolkata

Additional Terms and Conditions

- 1) Tender must be submitted within stipulated time & date.
- 2) The service provider shall provide direct service and shall not employ Sub-Contractors.
- 3) Valid Trade License Certificate, Copy of latest Income Tax certificate, Copy of PAN card, Copy of EPF registration certificate, Copy of ESI registration certificate, Copy of Goods and Service Tax registration certificate, Turnover for Last 3 years, etc should be furnished. Non furnishing of the aforementioned documents may summarily be rejected.
- 4) Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act, 1961. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
- 5) Any corrigendum to this tender if any will be notified & tender must be looked into. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
- 6) The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
- 7) Successful Bidders have to submit Security Deposit @ 5% on the estimated value drawn in favour of **Financial Advisor and Chief Accounts Officer/ Eastern Railway, Kolkata** (Bank Guarantee).
- 8) Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
- 9) Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
- 10) This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
- 11) The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
- 12) It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
- 13) The work done shall have a warranty of minimum 03 years. Any shortcomings observed or complaints received after completion of work shall be resolved/repared by the vendor immediately.
- 14) The intending bidders should have past experience in any organization. Documents in support of past experience in the field for which quoted are required to be submitted along with quotation. Vendors who have prior experience in Railway Audit Offices is desirable.

  
 Sr. Audit Officer, Admn & RC  
 RPU & MR, Kolkata

ANNEXURE - I

DECLARATION

1. I, \_\_\_\_\_ Son/ Daughter /wife

of Shri \_\_\_\_\_ Proprietor/ Director, authorized signatory of the

Agency/Firm, 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 to 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

Date:

Full Name:

Place:

Seal:



## ANNEXURE – II

**PROFILE OF THE CONTRACTOR / TENDERER**

Sl. No.	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency.	
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email ID including branch offices(attach details separately)	
4.	Name of Owner/Partners/Director	
5.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
6.	PAN/ TAN Number (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	License Details (Copy to be enclosed)	
9.	Length of experience in the field (Performance Report)	
10.	Yearly turn over for the financial years 2021-22, 2022-23 & 2023-24 (Audited Balance Sheet)	
11.	Client list as per annexure III	
12.	Whether agency profile is attached?	

Signature of the Tenderer or Authorized signatory of the Tenderer with seal of the Firm/Agency.

## ANNEXURE – III

**DETAILS OF THE CONTRACTS DURING THE FINANCIAL YEARS 2021-22, 2022-23 & 2023-24**

	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	In Government/ Private Sector	Details regarding the contract	Value of Contract (Rs.)
1.				
2.				
3.				
4.				
5.				

Signature of the Tenderer or Authorized signatory of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE -IV

No.....

Dated.....

To  
The Principal Director of Audit,  
Railway Production Units & Metro Railway, Kolkata,  
New Koilaghat Building , 5<sup>th</sup> Floor,  
14 Strand Road,  
Kolkata-700001.

Subject: Quotations for award of contract renovation of Chamber  
of Head of Department (Principal Director of Audit,  
Railway Production Unit & Metro Railway, Kolkata)

Madam,

With reference to your letter No. dated ..... on the subject mentioned  
above, I/we quote the rate for renovation of Chamber of Head of Department (Principal  
Director of Audit, Railway Production Unit & Metro Railway, Kolkata) inclusive of GST  
charges as given below:-

Quoted rate (inclusive of GST )(in numbers and words)

Signature of the Tenderer or Authorized signatory Of  
the Tenderer with seal of the Firm/Agency.

ANNEXURE – V

Security Deposit Declaration

I/We hereby accept that if I/We withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract or to submit a performance security before the deadline defined in the request for proposals (RFP) document, I/We will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with the Office of the Principal Director of Audit, Railway Production Units & Metro Railway, Kolkata, New Koilaghat Building , 5<sup>th</sup> Floor, 14 Strand Road, Kolkata-700001

Signature: (Authorized Signatory) Designation: `

Stamp:

Place:  
Date:

## ANNEXURE – VI

CHECK LIST FOR UPLOADING OF SCANNED DOCUMENTS ALONG WITH THE BID,  
WITHOUT WHICH THE TENDER IS LIABLE TO BE REJECTED

S.No.	Documens	Remarks Yes/NO
1.	Declaration (Annexure-I)	
2.	Profile of the contractor (Annexure-II)	
3.	Details of the contracts (Annexure-III) along with the copies of work order/ agreements of three financial years 2021-22, 2022-23 & 2023-24	
4.	Rate of Works charges (including GST)(Annexure-IV)	
5.	Scanned copy of EMD (Original EMD to be submitted as mentioned in the document) & EMD Declaration (Annexure-V) For Security Deposit, it shall be received after Contract is awarded.	
6.	Check list (Annexure-VI)	
7.	Proof regarding local office	
8.	Copy of Registration/Incorporation of the Company/Firm/Agency	
9.	Proof of experience as Manpower supplier	
10.	Copy of PAN	
11.	Copy of valid Labour license	
12.	Copy of GST Registration, Latest Annual Return Copy	
13.	Copy of EPF Registration, Latest ECR Challans	
14.	Copy of ESI Registration, Latest Challans	
15.	Copy of Annual Income Tax returns for the last three financial years 2021-22, 2022-23 & 2023-24	
16.	Audited Balance Sheets with Profit & Loss Account Statements for the last three financial years 2021-22, 2022-23 & 2023-24 or Chartered Accountant certified document of turn over	
17.	Copy of Authorization Certificate for signing tender documents if signed by person other than the Bidder	
18.	Any other document, if applicable ( Please mention)	
13.	Any other statutory Registration	

I/WE certify the the information furnished above is true and correct. I have read and understood the tender/corrigendum issued. The terms and conditions are acceptable to us and I have the authority to bid this TENDER.

Signature of the Tenderer or Authorized signatory of  
the Tenderer with seal of the Firm/Agency.