



**OFFICE OF THE PRINCIPAL COMMISSIONER OF GST AND CENTRAL EXCISE
CHENNAI NORTH COMMISSIONERATE
No. 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034**

C.No.IV/16/35/2017-PRO

dated: 30.10.2017

LIMITED TENDER NOTICE

The Principal Commissioner of GST & Central Excise, Chennai North Commissionerate, Chennai 600 034 plans to Outsource "Segregation & Management of Old Records" of this Office at 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600 034.

1. Interested parties possessing the requirements as under may submit their quote to undertake the below mentioned work.
2. Interested parties may please visit and download the tender details from the Official Website www.kalalchennai.gov.in and may inspect the premises on any working day after intimation to the Deputy Commissioner (Prev.) of GST and CX, Chennai North Commissionerate, Chennai 600 034, Ph: 044 28331011.
3. The quote should be for the below mentioned work.

Sl.No.	Description of work
1.	Segregation of 40,000 to 50,000 loose files (approx) and 30,000 to 40,000 flat files and bonded books approx, Commissionerate/Section wise.
2.	Barcode each file and bunch – create description for each file/record – capture 3 fields for Flat files a. Name of Origin Commissionerate b. File No. and Section Reference c. Name of Assessee or Subject Capture 3 fields for loose files a. Name of Origin Commissionerate b. Assessee Name c. Registration Number Such indexing will be done on file and bunch level
3.	Create location identity with location barcode, place files/records and capture the location in the existing inventory of records.
4.	Provide detailed inventory to this office to identify files needs to be destroyed/shredded – hard and soft copy.

4. (a) Infrastructure to store files/records in steel racks, work space with power connection, 4 desktop computers/UPS internet connectivity and stationery will be provided by this office.
(b) The work described above shall be completed within a maximum of 4 months from the date of award of the contract. Sufficient manpower shall be deputed by the contractor to complete the above work within the time specified.

- (c) Rates quoted shall include all statutory charges and exclusive of GST which shall be indicated separately by the contractor
- (d) The contractor shall create and submit a detailed weekly report on tasks completed.
- (e) The scope of this tender will cover upto one lakh files bar-coded.
5. Interested parties should possess the following **eligibility** criteria.
- a) They should be registered with GST and should possess a PAN number and have a minimum of 5 years experience in similar nature of work; copies of GST Registration, PAN card and documents in support of work experience should be enclosed with the quotation.
 - b) They should have undertaken similar work for a minimum period of 5 years and should have executed at least one single order for a value of more than Rs.15 Lakhs. Work completion certificates to be enclosed to the quotation, as proof.
 - c) No advance shall be paid and payment will be made only on completion of the work.;
 - d) The envelope containing the quotation should be super scribed as, QUOTATION FOR "PROVISION OF PHYSICAL RECORD MANAGEMENT & ALLIED WORK" and should be addressed to the Additional Commissioner of GST of Central Excise, Chennai North Commissionerate, Chennai-34. The quotation should be submitted in a sealed cover and should reach the undersigned on or before 09/11/2017 by 15.00 hrs.
6. The sealed quotation will be opened at 16.00 hrs on the same day. The intending firm who would be allotted the tender must be in a position to complete the work within stipulated time from the date of receipt of the work order.
7. The Principal Commissioner of GST & Central Excise, Chennai North Commissionerate has the power to accept / reject any tender without assigning any reason whatsoever and his decision will be final.

Bhupal
30/10/2017

(K.V.R.K. BHUPALA RAO)
ADDITIONAL COMMISSIONER
GST & CX NORTH COMMISSIONERATE

Copy to:

1. The PRO, Chennai North Commissionerate with a request to facilitate the prospective Bidders for inspection of records in the Annexe Building.
2. The Superintendent of GST & CX, Computers, Chennai North Commissionerate, to upload in Chennai North Website.
3. The PRO Chennai South / Outer GST & CX Audit I / Audit II Commissionerate for putting up in the Notice Board in their respective Commissionerates.