



OFFICE OF THE COMMISSIONER (AUDIT-I)  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX, AUDIT-I,  
NAGPUR KENDRIYA UTPAD SHULKA BHAWAN,  
TELANGKHEDI ROAD, CIVIL LINES, NAGPUR-440001  
Email:-auditnagpur@gmail.com, Tel: 07122524009

F.NO.I(22)08/2016/Admn/Audit – I

Date: 22.11.2016

**TENDER NOTICE**

Sealed tenders are invited for supply of TEN (10) laptops of reputed brands to the Office of The Commissioner, Customs, Central Excise and Service Tax, Audit-I, Nagpur from reputed suppliers (hereinafter also referred to as 'the bidders') with the following configuration or higher:

Sl. No.	Configuration of laptop	Quantity required
1.	a) Intel Core i5 6200 u processor b) 4 GB RAM c) 1 TB Hard disk d) 14"/15" display e) Windows 10 operating system f) MS Office 2015 g) Warranty of ONE year h) Built in speaker and Microphone i) Web Camera j) Power adapter k) Carry case: Backpack bag	10

- The bidders willing to supply the above mentioned item and willing to comply with the terms and conditions, as mentioned in this notice, may submit their bids in a sealed condition to Office of the Commissioner, Customs, Central Excise and Service Tax, Audit-I, Kendriya Utpad Shulk Bhawan, Telangkhedi Road, Civil Lines, Nagpur – 440001 on or before 1100 hrs. on 19.12.2016.
- The bid should be submitted as per two bid system ie. Technical Bid and Financial Bid separately in two different sealed envelopes. These envelopes should be superscribed **"TECHNICAL BID"** and **"FINANCIAL BID"**. Both the envelopes should be put inside another bigger sealed envelope which should be superscribed **"TENDER FOR SUPPLY OF LAPTOPS"**.
- The sealed tender should be dropped in the Tender Box available at the room of Assistant Commissioner (P&V), Customs, Central Excise and Service Tax, Audit-I, Room No.305, 3<sup>rd</sup> Floor, Kendriya Utpad Shulka Bhawan, Telankhedi Road, Civil Lines, Nagpur-440001 between 1000 hrs and 1700 hrs on any working day. The last date for receipt of sealed tenders is 19.12.2016 up to 1100 hrs. The tenders will be opened on 19.12.2016 at 1600 hrs.
- Financial bids of only those agency / firms would be opened, whose technical bid qualifies for the tender. The format of the Technical bid and the Financial bid are enclosed as Annexure – A and Annexure – B respectively.
- The Commissioner, Customs, Central Excise and Service Tax, Audit-I Commissionerate, Nagpur

reserves the right to reject/cancel any or all tenders received without assigning any reasons thereof.

7. The terms and conditions of the tender are as under:

- a. The list is only tentative. The Department reserves the right to increase or decrease the actual quantity required.
- b. If the bidder is other than Original Equipment Manufacturer (OEM), then such bidder should furnish the proof that they are the authorized channel partners/representatives of the OEM and also give an undertaking that the computers as detailed in tender are / will be bought directly from the OEM.
- c. The bidder should mention the warranty / guarantee period for free servicing and replacement of parts of the product etc. The bidder should furnish documentary proof that they are having good track record of supplying these items to Government Departments and having past experience of dealing in these items for at least preceding three years.
- d. Payment will be made only after receipt and successful installation, operation of the goods.
- e. The actual list of procurement of goods will be given at the time of placing the order.
- f. All the items supplied should be of the brand and make as specified in the tender and supplier has to furnish Quality Assurance Certificate along with invoice and goods.
- g. The supplier will be responsible for installation, operation, and maintenance of the laptops during the warranty period.
- h. Delivery of the goods should be within 5 days from the issue of Purchase Order.
- i. The prices quoted shall be inclusive of all the taxes of any Government / Local Authority etc., as applicable to Government Department. No payment over and above the prices quoted in the tender shall be made by the Department in respect of any such levies brought to the notice at a later date.

8. In case of any dispute, the decision of The Commissioner, Customs, Central Excise and Service Tax, Audit-I, Nagpur shall be final and binding.

Sd/25.11.2016  
**(AMIT RENU)**  
**Assistant Commissioner (P&V)**  
**Central Excise and Service Tax,**  
**Audit I, Nagpur**

Enclosures: 1. Technical and Financial Bid Formats

Copy to:

1. The Assistant Commissioner (Systems), DG Systems for publication in the official website i.e. [www.cbec.gov.in](http://www.cbec.gov.in)
2. The Dy. / Assistant Commissioner (Systems), Nagpur I Commissionerate, Nagpur with request to upload the tender for publication in the official website [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in) in Audit I Nagpur Commissionerate web-page.
3. Notice Board
4. Guard File

Sd/25.11.2016  
**(AMIT RENU)**  
**Assistant Commissioner (P&V)**  
**Central Excise and Service Tax,**  
**Audit I, Nagpur**

## **Annexure – A**

### **TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1 Name and Address of agency /firm (with telephone and fax no. s) :

2 Name of Owner of agency / firm and Address:

(With Tel. No. & FAX No)

3 Status of Ownership:

(Proprietary/partnership/Company)

4 Contact person(s)With Mobile No.:

5 PAN No. of the Firm/Agency :

6 Certificate showing Authorized Dealership:

if any (Enclose Photocopy)

7 Specifications of the laptop model offered

Sl.No.	Specifications	Offered
1.	Make	
2.	Model	
3.	Processor	
4.	RAM	
5.	HDD	
6.	Display	
7.	Operating System	
8.	Graphics Card	
9.	Warranty offered	

### **DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

I/ We convey our unconditional acceptance to the terms and condition as mentioned in the tender document.

Signature of Authorized Signatory  
with date

## **Annexure – B**

### **FINANCIAL BID DOCUMENT**

1. Name of the Registered Firm/Company :
2. Address of the Firm/Company  
(with Tel.No. & Fax No. and Email) :

Sl. No.	Particulars	Rate per Unit (Rs)
1.	Name /Brand of the Computer along With the Configuration	
2.	Installation charges ,if any	
3.	Other Charges ,if any	
	<b>TOTAL:</b>	

(The table above is indicative. The Firm/Agency may add more columns and row to the table to make additions to cover all statutory liabilities.)

### **DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory  
with date