



केंद्रीय वस्तु एवं सेवा कर, लेखा परीक्षा आयुक्तालय, नागपुर  
ए-ब्लॉक, चौथा तल, सी जी ओ कॉम्प्लेक्स, सेमिनरी हिल्स, नागपुर - ४४०००६

**CGST Audit Commissionerate, Nagpur**  
4th Floor, 'A' Block, CGO Complex, Nagpur - 440006  
Telephone No 0712-2511222

F.No. I(22)15/2015/Admn/Audit-I 3173

Nagpur, 16th May 2018

**TENDER NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT  
OF COMPUTER SYSTEMS, NETWORK, PRINTERS, XEROX MACHINES,  
SOFTWARE, OS AND ANTIVIRUS ETC.**

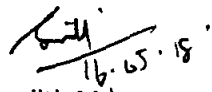
Office of the Commissioner, CGST Audit Commissionerate, Nagpur invites the sealed quotations for Comprehensive Annual Maintenance Contract of Computer Systems, Network including wi-fi/Routers, Printers, Xerox Machines, Scanners, Software OS, Applications, Biometric attendance devices, single finger print scanners and antivirus. The site locations include the CGST Audit Commissionerate, Nagpur housed at 4<sup>th</sup> Floor, 'A' Block, East & West Wing, CGO Complex, Seminary Hills, Nagpur-440006.

The interested firms should submit their tenders in two-bid system i.e. Technical bid and Financial bid separately inside the main envelope. The technical bid and the financial bid should be sealed by the bidder in separate envelopes duly super scribed with "Technical bid for AMC of computers, printers, Xerox Machines, and peripherals" and "Financial bid for AMC of computers, printers, Xerox Machines and peripherals" respectively and both these sealed covers are to be put in a bigger envelope which should also be sealed and duly super scribed with "Bids for AMC of Computer, Printers, Xerox Machines and peripherals" and send to the undersigned at the earliest. Technical Bid will be opened first and Financial Bid will be opened only of those firms, who qualify the Technical Bid.

**Last date of receipt of the Tender: 08-06-2018 upto 14:00 Hrs**

**Date of opening of Tender: 08-06-2018 upto 16:00 Hrs**

Tender forms are available at [www.cbec.gov.in](http://www.cbec.gov.in); [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in).

  
(Sreejith M.)  
Assistant Commissioner (P&V)  
CGST Audit Commissionerate  
Nagpur

Copy to

1. PA to Commissioner, CGST Audit Commissionerate, Nagpur – for information.
2. The Joint Commissioner, CGST Audit Commissionerate, Nagpur – for information.
3. The Superintendent (Admin), CGST Audit Commissionerate, Nagpur <sup>Hrs</sup>  
<sub>computer cell</sub>  
Commissionerate for uploading the tender in the website [www.cbec.gov.in](http://www.cbec.gov.in) and  
[www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in)
4. Notice Board

The requirements and conditions needed to be fulfilled by the vendor are specified as follows:-

**(A) TECHNICAL TERMS & CONDITIONS**

1. The firm should be in the business of maintenance of Computers and its peripherals for at least last 5 years & must provide satisfactory service certificate from at least two Central Government organizations (Ministries, Government Department, PSUs etc.) (Requisite documents to support this claim will have to be produced for verification).
2. The Tenders/Quotations which are received incomplete and /or filed after the due date shall be summarily rejected. This office reserves the right to accept or reject any or all tenders without assigning any reason.
3. The firm must be willing to provide onsite support at the CGST Audit Commissionerate, 4<sup>th</sup> Floor, 'A' Block, East & West Wing, CGO Complex, Seminary Hills, Nagpur-440006, for Network, PCs, Laptops, Printers, Xerox Machines, Scanner, Bio-metric attendance devices, single finger print scanners, UPS etc of different makes and models.
4. The firm should have experience in providing maintenance services at multiple locations.
5. The firm should be registered with the GST and possess valid GST Registration Number.
6. The firm should submit the complete list of the Hardware & Network engineers on rolls of the firm with qualification & experience as well as list of engineers whom they will provide to this office in case they are selected in the tender.
7. The address of the workshop at Nagpur with Telephone/Mobile No., Fax Nos. and email ids should be given.
8. A general undertaking that all terms and conditions of this Bid Document are acceptable, as provided in the format placed at Annexure-A to this document, needs to be signed by an authorized person of the applying firm.
9. **Only the firms meeting the above technical terms and conditions should submit their quotation in sealed cover. Technical bid shall include documentary proof in respect of each of the above points of Technical Terms & Conditions. Financial bids of firms, who fail to fulfill any of the above conditions, will not be considered.**

**(B) FINANCIAL TERMS & CONDITIONS:-**

1. The rates may be quoted on comprehensive basis for the computers, laptops, printers, Xerox Machines, scanners, UPS etc. in the proforma place at Annexure – C in sealed cover. The rates quoted should also cover the maintenance of operating system, software installation, installation of patches, pre-emptive actions against virus spread, detection/removal of virus, and configuration of applications (client/server).
2. The amount of AMC should include GST and other taxes to be borne by the vendor.
3. The quotations should be accompanied by an earnest money of **Rs. 10,000/- (Rupees Ten Thousands Only)** in the form of Bank Draft in the name of the A.C.A.O., CGST Audit Commissionerate, Nagpur. Cash and cheque will not be accepted. **Quotations received without earnest money shall be summarily rejected without assigning any reason there of and applicant shall not have any right to represent against it, even if, his quotations happen to be lowest.** The earnest money shall be returned to the unsuccessful bidder after the finalization of the contract. For the firm whose quotation is finally accepted, the earnest money deposited with the Tender Document will be adjusted towards Performance Security in the form of Bank Guarantee. The Bank Guarantee should be valid for a period of Sixty days beyond the date of completion of all contractual obligation of the successful bidder. The security deposit will be released after satisfactory completion of the contract.

**(C) GENERAL TERMS AND CONDITIONS**

**1. Scope of work**

- 1.1 The scope of work covers maintenance of Hardware (such as Computers, Printers, Servers, Xerox Machines, Scanners, Fax Machines, UPS, Networking Components etc. of different makes & models), various Software installed in the Commissionerate, assistance in video conferencing and any other work related to computers given by Superintendent (Admin) of CGST Audit Commissionerate, Nagpur.
- 1.2 To provide regular on-site Preventive maintenance.
- 1.3 To suggest for replacement of parts in visit report if deemed necessary and to replace old & defective parts with new genuine parts, on being procured by the department or supplied by the AMC contractor on order being placed by the Department on approval of their rate.

**2. Deployment of Engineers**

- 2.1 The vendor will provide **One Resident Engineer** from **9.00 AM to 6.30 PM** on all working days (Monday to Fridays).

- 2.2 The services of the engineer of the contractor may be required on non- working days or beyond normal hours as described in Para 2.1 on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasions also the personnel are deputed with no extra cost.
- 2.3 The engineers should be qualified Diploma Engineer with minimum four years of experience in Computer Hardware as well as Software maintenance & Networking. The Firm is required to provide evidence in dealing/maintenance of computer, Xerox Machines & its peripheral & networking, with minimum four years of service experience, which would be checked by this Office to verify the suitability/competency of the service engineer.
- 2.4 The resident service Engineer provided by the firm shall not be changed frequently. However, if found incompetent by the officers of CGST Audit Commissionerate, Nagpur, the resident Service Engineer shall be changed by the vendor immediately
- 2.5 The engineer must be equipped with mobile phone provided by company for quick communication. If any engineer is required to take leave, a suitable replacement would have to be provided.
- Only the firms meeting the above terms and conditions should submit their quotation in sealed cover. The Firm fails to fulfill any of the above conditions will be disqualified.**

### **3. Service Assurance**

- 3.1 The Firm would put asset number on each of the system being maintained by them. These should correspond to the number/s of equipments to be maintained in a separate register along with details of rooms/place where they are placed/located. If there is shifting of the equipment/s under this AMC, the firm will have to make changes in record accordingly. Superintendent (Admn) would assist the firm in this task and ensure this to be done under his supervision. Preventive maintenance will be carried out on quarterly basis and special cleaning of the Monitor, Xerox Machines, printers, key boards, mouses etc, from outside with liquid cleaner should be done once in a month. A preventive Maintenance Report (quarterly) would be submitted along with the quarterly bill in the name of "The Commissioner, CGST Audit Commissionerate, Nagpur", failing which an appropriate penalty would be imposed. The quarterly payment will be made strictly on the basis of satisfactory report of the user.
- 3.2 The schedule of preventive maintenance shall be as follows:-
- (a) Cleaning of all equipment using vacuum air, brush and soft muslin clothes.
  - (b) Checking of power supply source for proper grounding and safety of equipment.
  - (c) Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
  - (d) Scanning/detection & removal of all types of virus and vaccination for the same.
  - (e) Shifting of equipment within the building as and when required.

- 3.3 The service engineers would take up any reported fault within 24 hours. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand by for the same. Also stand-by inventory of Monitor, CPU, Laser Printer, HDD, RAM, Mouse, Xerox Machines and UPS should be kept in the Department. The firm will also provide maintenance and repair services on holidays in case of emergency. In case of non-availability of drivers of the machine (branded one like HP, HCL, Lenovo, IBM etc.) they will be required to arrange themselves from their sources.
- 3.4 The equipment to be taken out to the workshop for repair with proper permission of the competent officer would be at the company's own risk and expenses.
- 3.5 Where the items/parts/components need replacement, the same shall be replaced with the same make, specification and brand of item/component/part. In case the requisite parts are not available, the same should be replaced with the parts of higher level compatible with the system.
- 3.6 In case of failure of servers/computer due to any reason, the server/computer shall be made up/running immediately so that the downtime shall not exceed three hours.
- 3.7 The firm shall be responsible for taking back up data and program available in PC before attending the fault and shall also be responsible for reloading the same. The backup copies are to be returned to the users, under acknowledgement from the user. In case data is lost, the firm shall be responsible for recovering the same at their cost.
- 3.8 The contract will be valid for a period of **One Year** and the period of AMC will be informed after finalization of the contract. The rates quoted will remain in force for the full period of the contract. No demands for revision of rate on any account shall be entertained during the contract period. It will be discretion of the Commissioner of CGST Audit Commissionerate, Nagpur to extend the term of the agreement on the same terms and conditions for a further one year, if necessary.
- 3.9 AMC exclude clause:- AMC will not include computer stationery like paper /ribbons / toners / inkjet cartridges/Cables/Teflon/Networking switches/routers.
- 3.10 The vendor shall check all the computers / Printers/UPS/Xerox Machines/Networking within 3 days of signing the contract and submit report to the Superintendent (Admin). In case no report is submitted within stipulated time, it will be assumed that all the machines are in running conditions.
- 3.11 The systems/equipments that are not serviceable by the agency due to obsolescence of technology or non-availability of parts/assemblies/components will be withdrawn from the maintenance contract. The decision of competent authority regarding non-availability and obsolescence of technology and withdrawal of these items from the main contract will be final. Withdrawal of such systems shall be communicated to the agency and equivalent maintenance charges shall be deducted accordingly.

- 3.12 At the end of the AMC – contract period, both the user and AMC holder shall certify separately that all the computer systems/electronic devices are in satisfactory working condition and that no fault or complaints are pending.
- 3.13 It may also be noted that in case of contractor backing out in midstream without any explicit consent of the Department, he/she will be liable to recovery at higher rates, vis-à-vis those contracted with, which may have to be incurred by this Department on maintenance of machines for the balance period of contract by alternative means.
- 3.14 The above act of backing out would automatically debar the firm from any further dealing with this Department.
- 3.15 This Commissionerate shall have the right to inspect company's site to assess infrastructure before awarding the AMC and it may reject contract in the event of Department's dissatisfaction about company's infrastructure or otherwise.
- 3.16 The contract can be terminated by this Department at any time without giving any notice or without assigning any reason, if the work of the contractor is found unsatisfactory during the currency of this contract. In this connection decision of the competent authority of this office shall be final and binding on the firm.
- 3.17 Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by this office whose decision shall be final and conclusive.
- 3.18 In case of any dispute of any kind and in any respect whatsoever, the decision of this office shall be final and binding.
- 3.19 This office has the right to amend, rectify, alter and relax any conditions referred above for this tender without assigning any reasons.
- 3.20 This tender is not transferable and under no circumstances the successful bidder shall be allowed to sub-contract with any other person/party.
- 3.21 At the time of expiry of contract all the equipments under maintenance shall be handed over in working condition so that handing over of AMC to next contractor takes place in a smoother manner. The vendor shall provide services for at least 15 working days from the date of expiry of the contract for smooth transfer of the AMC to the new contractor without any extra cost. In this connection, any equipment which is noted as in nonworking condition till the last hour of the AMC contract period should be rectified by the outgoing AMC Contractor without any extra cost to the department.

#### 4. Penalty

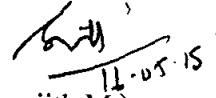
- 4.1 If the firm does not attend the complaint and rectify/solve the faults within 24 hours from the time of complaint registered to the resident engineer deployed by the company the penalty of Rs. 500/- per day shall be levied w.e.f. time and date of complaint registered.
- 4.2 If the company fails to repair/replace the systems, printers, Xerox machines & other devices for one week, the system, printers, Xerox machines & other devices may be repaired from the other company/Firm & made functional and the expenditure incurred there on shall be covered from the AMC holder company, apart from the penalty levied as stated in the preceding para. This may even entail termination of the contract.
- 4.3 If the company fails to clean the equipments under AMC on monthly basis, a penalty of Rs. 1,000/- each month shall be levied.
- 4.4 The Service Engineers will have to make attendance in the attendance sheet placed at system section of this office. In the event of Service Engineer remaining absent/on leave, without substitute thereof, deduction will be made @500/- for each day of absence, from the contracted amount.
- 4.5 Penalty shall be deducted from the running payments.

#### 5. Payment

- 5.1 No advance payment would be made in any case. However, quarterly payment after satisfactory completion of each quarter would be made.
- 5.2 The company will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reason.

- 6. **Performance Security:-** The successful bidder has to submit performance security deposit of an amount equivalent to ten percent of the total value of the contract or **Rs. 10,000/- (Rupees Ten Thousands Only)** whichever is higher, in the form of Demand Draft issued by a Nationalized Bank in favour of **"The A.C.A.O., CGST Audit Commissionerate, Nagpur"**. The successful bidder would have the option to convert the EMD, submitted by him, into performance guarantee. Performance Guarantee should remain valid for a period of **60 (sixty)** days beyond the date of completion of the contract. The Performance Guarantee shall be returned to the selected bidder without any interest on the completion of contract period.

7. Quotation received without sealed cover or without quoting rates in the specified proforma will not be accepted. The undersigned reserves the right to reduce or increase the number of items offered for maintenance during the contract of AMC. In case contract is given for higher number of equipment than number as per the Annexure, than proportionate amount of contract will be increased, if number is reduced proportionate amount will be reduced. This office does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason whatsoever.
8. The rates quoted should be net and no discount, free services/offers quoted in the quotation will be considered.
9. The tender notice is also available at the official website: [www.cbec.gov.in](http://www.cbec.gov.in) and [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in)



(Sreejith M.)

Assistant Commissioner (P&V)  
CGST Audit Commissionerate  
Nagpur



**ANNEXURE-A**

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS CONTAINED IN THE  
TENDER DOCUMENT**

To  
The Commissioner,  
CGST Audit Commissionerate,  
Nagpur

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ regarding on site Comprehensive Annual Maintenance Contract of Computer Systems, Network including wi-fi/Routers, Printers, Xerox Machines, Scanners, Software OS, Applications, Biometric attendance devices, single finger print scanners and antivirus in the premises of CGST Audit Commissionerate, Nagpur as mentioned in Annexure-C of the Tender Notice.

I declare that all the Terms and Conditions of this Tender Notice are acceptable to my Company. My Company does not have any terms and conditions of its own in respect of quotation being submitted for Comprehensive Annual Maintenance Contract. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours Very Truly,

Signature of authorized signatory

Date:

Name:

Designation:

Name of firm:

Address:

**Annexure-B****Technical Bid**

**(To be filled by the authorized signatory of the firm & this is to be put in sealed Envelope super scribed with Technical Bid for AMC of Computer & peripherals)**

1	Name of the Organization/Firm alongwith Registered Address, Telephone, email id & Fax No.	
2	Name(s) of the Proprietors/Partners/director	
3	Address of local branch (Nagpur) with their telephone No. and Faxes	
4	GST Registration Number (copy to be attached)	
5	Permanent Account Number of the firm. (Copy of Pan Card to be attached)	
6	Total Engineer working under this firm.	
7	Whether the firm has experience in providing their services at multi-locations?	
8	Whether the firm is in business of maintenance of Computers and Peripherals since last Five years?	
9	Name(s) of the Two Public Sector/Govt Organization to whom similar services have been provided by the firm (Please attach the service Certificate from Govt. Office/Public Sector) in last five years.	
10	Whether the firm is willing to provide onsite support at different locations for PCs, Laptops, Printers, Xerox Machines, Scanner, Bio-metric machines, Networking and UPS of different makes and models?	
11	Whether undertaking as per Annexure A duly filled and signed by authorized person of the firm?	

**Signature of authorized signatory**

**Date:**

**Name:**

**Designation:**

**Name of firm:**

**Address:**

Financial Bid

(To be filled & signed by the authorized signatory of the firm & this is to be put in separate sealed cover super scribed with Financial Bid for AMC of Computers, Xerox Machines & peripherals)

For Financial Bid, Standard Peripherals like Keyboard/Optical Mouse/CD ROM/UPS etc. are included in each and every computer. The details of peripherals etc. is as under:-

1. 22 Nos. of HP 20wd desktops & 14 Nos. of Dell desktops.
2. 15 Nos. of HP Laser Jet Printers (which includes 1108, 1020 plus, pro mfp M128fw, P-1007 models)  
**\*Approx. Total 36 Nos. Desktop Computers and 15 printers. (Only taken for AMC)**  
**\*Certain PCs & printer which are under warranty not included.**
3. Although another few Lenovo desktops & Samsung printers are under warranty period, minor related problems will have to be attended in case of emergency. However department will log the call with related agencies.
4. 02 old Xerox machines ( Model- Xerox Work Centre 5022 & Canon Image Runner 2004N)
5. 5 Biometric attendance machines (wall mounted) & 6 single finger print scanner for use with desktops.
6. Approximate 20 Routers for efficient internet connectivity.

For rejected Technical Bids, respective financial Bid will not be opened.

Addresses where computers & all other devices are installed:-

**CGST Audit Commissionerate, Nagpur housed at 4<sup>th</sup> Floor, 'A' Block, East & West Wing, CGO Complex, Seminary Hills, Nagpur-440006**

Please note that:-

- If any of the office/branches under this Commissionerate shifts into another building/location at Nagpur or outside from above mentioned building, the party should be agree to continue the service in the new location with no extra cost and term and conditions.

Total AMC cost (inclusive GST & any other taxes and charges if applicable) For One year from the date of Contract	In digits Rs..... In Words Rupees(.....)
--	---

Signature of authorized signatory

Date:

Name:

Designation:

Company:

Address: