



OFFICE OF THE PRINCIPAL COMMISSIONER
CUSTOMS, CENTRAL EXCISE & SERVICE TAX, NAGPUR
KENDRIYA UTPAD SHULKA BHAWAN, TELANGKHEDI ROAD,
CIVIL LINES, NAGPUR-440001

F.NO.I (16)7/Comp/2015

Email: -cenexcisengp@gmail.com

Date: 23.01.2017

TENDER NOTICE

Sealed tenders are invited for supply of One (1) Digital Multifunctional Copier Machine to be installed at Chief Commissioner Office, Customs, Central Excise and Service Tax, Nagpur and One (1) Digital Multifunctional Copier Machine to be installed at PAO, Customs, Central Excise and Service Tax, Nagpur from eligible and reputed vendors (hereinafter also referred to as 'the bidders') with the following configuration or higher:

Sl. No.	Model	Make	Quantity required
1.	WC-5325	Xerox	01
2.	WC-5022/5024	Xerox	01

- 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 Computer Section, Hqrs-Nagpur, Office of the Principal Commissioner, Customs, Central Excise and Service Tax, Nagpur-I, Kendriya Utpad Shulk Bhawan, Telangkhedi Road, Civil Lines, Nagpur - 440001 on or before **11:00 hrs. on 13.02.2017**.
- The bid should be submitted as per two bid system i.e. 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 PHOTO COPIER MACHINE (A-3 SIZE)"**.
- The last date for receipt of sealed tenders is **13.02.2017 up to 11:00 hrs**. The tenders will be opened on **13.02.2017 at 15:00 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 Principal Commissioner, Customs, Central Excise and Service Tax, Nagpur-I Commissionerate, Nagpur reserves the right to reject/cancel any or all tenders received without assigning any reasons thereof.
- The terms and conditions of the tender are as under:
 - The Supplier/Firm/Enterprise/Vendor (hereinafter called the Supplier or Vendor) must have experience of more than 3 years in supply of photo copier machine. [Proof to be enclosed]
 - Quotations are invited only from the authorized dealers or manufacturers; in the case of dealers/distributors/channel partners/resellers, they should produce proof of appointment of their agency by the manufacturer of the products which they intend to supply to this office. [Proof to be enclosed]
 - The Supplier should have supplied similar goods to at least one Central Government Department / Public Sector Unit (PSU), during past. This condition may be relaxed in case sufficient vendors do not qualify. [Proof to be enclosed]

- d. It would be desirable to have their own team of engineers to look after the problems occurred for Photo Copier Machines for the purpose of warranty during warranty period.
- e. They should provide in the technical bid a list of their contactable customers to whom they have supplied Photo Copier Machines.
- f. Quotations for items of lower configuration / models other than specified above will be summarily rejected.
- g. Catalogues/full particulars of the Xerox Photo Copier Machine should be furnished with the quotation.
- h. Any alteration made over the printed matter in the financial bid should be attested with signature.
- i. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
- j. The rates should be inclusive of all taxes, incidental charges, insurance charges, freight, installation charges, etc.

If any exemption from levy of tax is applicable on the supply of the goods, certificate if any required from this office for availing such exemption, can be obtained.
- k. Rates must be shown in figures as well as in words.
- l. Quotations received late after due date and time (**13.02.2017 11:00** Hrs) will be summarily rejected.
- m. The tender documents, soon after completion of the application period, will be opened in the presence of tender committee formed in this regard. In case where the 'technical' bid fails, the 'financial' bids of the unsuccessful bidder will not be opened. Financial bids short-listed on the above conditions will be finalized soon thereafter.
- n. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- o. Bids in which any of the furnished particulars and prescribed information are inadequate or incomplete in any respect or in which counter-conditions by the vendor are imposed, are liable to be rejected.
- p. Quantities of the items indicated are subject to increase or decrease before placement of supply order at the discretion of this office without assigning any reason.
- q. The vendor should quote for additional warranty period of two years in the financial bid, if the original warranty is limited to only one year.
- r. The delivery period should not exceed one week from the acceptance of offer or issue of purchase order. For any delay in the supply of goods by the specified date, a liquidated damage of 0.5% of the delivered price of the delayed goods for each week or part thereof subject to a maximum limit of 10% of the delivered price of the delayed goods will be deducted from the accepted price.
- s. Items shall be supplied and installed at the places that will be communicated before delivery.
- t. If the supplier is permitted to attend the warranty calls on behalf of the manufacturer, they must have qualified and skilled expertise on their payroll.
- u. In case the warranty calls are attended by the appointed service provider by the manufacturer, the supplier should assist booking of calls for warranty services on behalf of this office.
- v. The supplier must provide details of warranty service providers like name, address, contact no. , e-mail id of the warranty service providers, in their technical bid and only those names shall be provided who are on call on 24x7 basis.

- w. Precautions against environmental / locational problems: The vendor will ensure manufacturer's providing suitable anti-corrosive/anti-moisture materials like silicon gels within the hardware.
- x. Payments: Payment against Bill/ invoice shall be released only after supply and installation and observance of satisfactory performance of the items. Payment period will normally be 30 days after installation.
- y. Attending to Breakdown during Warranty Service: The warranty service by the Vendor shall include break-down maintenance of all hardware items supplied and all the breakdown calls shall be attended within 24 hours after the complaint is made.
- z. The bidder should provide fully equipped after-sales service on site i.e Office of the Chief Commissioner, Customs, Central Excise and Service Tax, Nagpur-I, Kendriya Utpad Shulk Bhawan, Telangkhedi Road, Civil Lines, Nagpur - 440001 and Office of the Principal Commissioner, Customs, Central Excise and Service Tax, Nagpur-I, Kendriya Utpad Shulk Bhawan, Telangkhedi Road, Civil Lines, Nagpur - 440001
- aa. Where the parts/components have failed due to any reason, then replacement of those parts/components except consumables shall be provided free of cost without altering the configuration / brand of the component by the supplier/vendor within 3 working days.

Sd/-23.01.2017
(Ganesh Pote)
Assistant Commissioner (P&V)
Central Excise and Service Tax,
Nagpur-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
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 in Nagpur-I, Nagpur Commissionerate web-page.
3. Notice Board
4. Guard File

Sd/-23.01.2017
(Ganesh Pote)
Assistant Commissioner (P&V)
Central Excise and Service Tax,
Nagpur-I, Nagpur

ANNEXURE A
TECHNICAL BID (QUALIFYING BID DOCUMENT)
CHECK LIST

Sr. no.		Details
1.	Name of company	
2.	Address company	
3.	Tel no., fax no. and E mail address	
4.	Status of ownership proprietary/ partnership/ Company	
5.	Sales Tax/ VAT certificate no.	
6.	Is company an authorized Dealer/ manufacturer?	
7.	List of present clients along with proof of supply orders / Services and contact no. of the clients	Name of the Client / Contact No / Contact Person
8.	PAN no. of company	
9.	Whether Company has given undertaking that they are having team of engineers to look after warranty /repairs of Photo Copier Machine	

(Bidder is required to submit documentary proof in respect of 5 to 8 points)

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 and Seal of Authorized Signatory
with date

ANNEXURE B

FINANCIAL BID

Supply, Installation and Commissioning of Photo Copier Machine (A3 Size) with one year warranty

S.No.	Item	Unit Price (INCLUSIVE OF ALL CHARGES/ TAXES ETC.)	Qty	Total Amount
1	WC-5325 (Model : Xerox)			
2	WC-5022/WC-5024 (Model : Xerox)			

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 and Seal of Authorized
Signatory with date