



OFFICE OF THE COMMISSIONER
CUSTOMS, CENTRAL EXCISE & SERVICE TAX – WARDHA
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F.No.I(169/2017Comp/Wardha **Dated 01/03/2017**

TENDER NOTICE

Sealed tenders are invited for supply of Twenty (20) Desktop Computers, Twenty (20) Multi-Functional Printers to be installed at various offices/locations (in Nagpur and outside Nagpur) of the Customs, Central Excise and Service Tax Wardha Commissionerate from eligible and reputed vendors (hereinafter also referred to as "bidders"). The configuration or higher :

S No	Description	Specification	Quantity
1.	Desktop Computers (pre-delivered)	Hardware Intel Core i3, 4 th generation (Haswell) Processor 4GB 1600 MHZ DDR3 RAM with 16 GB expandability Hard Disk 1 TB 104 keyboard, optical scroll mouse with USB interface 3 or more USB ports (USB 3.0 preferable) LAN Port DVD R/W & \$ @ 98 % A c b] h c f Warranty as applicable Software Quick heal (Total Security)antivirus - 3 years	20*
2.	Laserjet Printer	Details : Printing Method: Laser Printing Output: Monochrome Functions : Print, Copy, Scan Max Print Resolution (Mono) : 1200 x 600dpi Print Speed: 22 ppm Paper Handling Input Tray capacity : Minimum 50 pages Media Size Supported : A4 Scanning : Optical scanning resolution : 600 x 600 dpi Scan Type : Flatbed Copy Copier Resize : 25% - 400% Copy Resolution : 600 x 600 dpi Warranty as applicable	20*

* - Bidders to submit their bids in sealed condition.

2. 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 Assistant Commissioner (Systems), Customs, Central Excise and Service Tax, Wardha Commissionerate, Kendriya Utpad Shulk Bhawan, Telangkhedhi Road, Civil Lines, Nagpur - 440001 between 1000 hrs and 1700 hrs on any working day . The last date for receipt of sealed tenders is 11th March 2017. The tenders will be opened on 11th March 2017 at 11 hrs.

3. 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 'H 9 7 < B = 7 5 @ ' and 'B 5 B 7 = 6 5 - 8'. Both the envelopes should be put inside another bigger sealed envelope which should be superscribed 'H 9 B 8 9 F ' : C F ' G I D ' M ' C : OFFERTES'.

4. The tender should be accompanied by earnest money of Rs 5/- in the form of Bank Draft or Bank Guarantee in the name of the Chief Accounts Officer, Wardha. Cash and cheque will not be accepted. Tenders without earnest money will be rejected. The earnest money shall be returned to the unsuccessful bidder after the finalization of the contract. 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.

5. Financial bids of only those agency / firms would be opened, whose technical bid qualifies for the tender.

6. The format of the Technical bid and the Financial bid are enclosed as Annexure E A and Annexure E B respectively.

7. The Commissioner, Customs, Central Excise and Service Tax, Wardha Commissionerate, reserves the right to reject/cancel any or all tenders received without assigning any reasons thereof.

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

a. The Supplier/Firm/Enterprise/Vendor (hereinafter called the Supplier or Vendor) intending to bid for the tender shall be a reputed establishment in the field of computer hardware sales & warranty services since 2012 or earlier.

b. Tenders 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

c. 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.

d. It would be desirable to have their own team of engineers to look after the problems occurred for PCs/Printers 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 PCs/Printers.

f. Tenders for items of lower configuration / models other than specified above will be summarily rejected. The brand may be of a reputed company like Lenovo/ACER/HP /Dell etc.

g. Catalogues/full particulars of the branded computers /Printers should be furnished with the tender.

h. Any alteration made over the printed matter in the financial bid should be attested with signature.

i. The tender 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

k. 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.

l. Rates must be shown in figures as well as in words.

m. Tenders received after due date and time will be summarily rejected.

n. The tender documents, soon after completion of the application period, will be opened in the presence of tender opening 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.

o. 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.

p. 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.

q. 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.

r. The bidder should not be allowed to make any modification to the bid after the opening of the bid. The bidder should not be allowed to make any modification to the bid after the opening of the bid. The bidder should not be allowed to make any modification to the bid after the opening of the bid.

s. Computers/Printers shall be supplied and installed at various places (in Nagpur and outside Nagpur at various office locations) that will be communicated at the time of delivery.

t. Bidder should preferably have representative or office in Nagpur.

u. 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.

v. 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.

w. 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.

x. At the time of installation, all the free/open source software like WinZip/RAR, Adobe Acrobat PDF, OpenOffice.org (in case MS Office is not supplied by customer), etc., should be installed.

y. Precautions against environmental / locational problems: The vendor will ensure a Ubi Z U Wh i f Y f D g ' d f c j] -Corrosive/anti-moisture materials like silicon gels within the hardware.

z. Payments: Payment against Bill/ invoice shall be released only after supply and installation and observance of satisfactory performance of the computer /printers. Payment period will normally be 30 days after installation.

aa. Attending to Breakdown during Warranty Service: The warranty service by the Vendor shall include break-down maintenance of all computer hardware /printer items supplied and all the breakdown calls shall be attended within 24 hours after the complaint is made.

bb. The operating system software should not be crashed or be loaded with downgrade version without the concurrence of the Computer /IT section. The users should be informed about the undesirable effect of reloading of the O/S or formatting the drive.

cc. Where the parts/components have failed due to any reason, then replacement of those parts/components including monitor, SMPS, motherboard, processor, hard disk, wires, cables cards, circuit boards, mouse & keyboard , sleeve, rollers etc. except consumables shall be provided free of cost without altering the configuration / brand of the component by the supplier/vendor within 3 working days.

Enclosures: 1. Technical and Financial Bid Formats

Amount (Rupees) (Vendor's Name)
Extra charges (Taxes)
Total (Rupees) (Vendor's Name)

Copy to:

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

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Sr. no.		Details
1.	Name of company	
2.	Address of 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 PC/Printers?	
10	Whether Company agrees and accepts terms and conditions of the Tender?	

(Bidder is required to submit documentary proof in respect of Sr. No. 5 to 9 points)

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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

<u>Q u e s t i o n</u>	<u>Unit Price</u> <u>Rs. / 6</u> <u>Al To</u>	<u>Qty</u>	<u>Total</u> <u>Rs</u>
Name /Brand/Model of the Computer along k] h \ ' h \ Y ' 7 c b Z] [i f U h] c b ' fl			
Installation charges ,if any			
Other Charges ,if any			
TOTAL			
<u>M t i - f u n c t i o n a l P r i n t e r w i t h</u> <u>S e t u p</u>	<u>Unit Price</u> <u>Rs. / 6</u> <u>Al To</u>	<u>Qty</u>	<u>Total</u> <u>Rs</u>
Name /Brand/Model of the Printer along k] h \ ' h \ Y ' 7 c b Z] [i f U h] c b ' fl			
Installation charges ,if any			
Other Charges ,if any			
TOTAL			
TOTAL M t i - f u n c t i o n a l P r i n t e r)			

Note: Please specify brand and model above , any additional features available can be included.

DEMAND

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