



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

F.NO. I(16) 8/2017/Comp/Ngp-I

Email:-cenexcisengp@gmail.com

Date: 28.2.2017

TENDER NOTICE

Sealed tenders are invited for supply of Twenty (20) Desktop Computers, Twenty (20) Single Function Printers and Five (05) Multifunctional Printers to be installed at various offices/locations (in Nagpur and outside Nagpur) of the Nagpur-I Commissionerate, Customs, Central Excise and Service Tax, Nagpur Zone, from eligible and reputed vendors (hereinafter also referred to as 'the bidders') with the following configuration or higher:

Sl. No.	Description	Configuration	Quantity required
1.	Desktop Computers HP, Dell, ACER etc. Make (preloaded with Windows 10 OS original)	Hardware i. Intel Core i3, 4 th generation (Hashwell) Processor ii. 4GB 1600 MHZ DDR3 RAM with 16 GB expandability iii. Hard Disk 1 TB iv. 20" LED Monitor v. 104 keyboard, optical scroll mouse with USB interface vi. 3 or more USB ports vii. LAN Port viii. 3 year warranty ix. DVD R/W Software i.Quick heal (Total Security)antivirus- 3 years	20*
2.	Laserjet Printer	Printer: Laser Output: Monochrome Interface: USB Max Print Resolution (Mono): 600 x 600 dpi Duty cycle (monthly, A4):5000 pages First Print Out Time (Mono):10 sec Print Speed:19/18 ppm (letter/A4) Duplex Print: Manual	20*
3.	Multi-function Printer	Printer: Laser Type: Multi-function Output: Monochrome Interface: USB Printing Method: Laser Print Speed: upto 18 ppm or more (Black,A4) Display: Dual Digit Numeric LED Model Series :LaserJet Printing Output :Monochrome Functions :Print, Copy, Scan	05*

Subject to condition no 8(q) of Terms and Conditions

- 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 "Principal Commissioner, Nagpur-I", Computer Cell, 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 between 1000 hrs and 1700 hrs on any working day. The last date for receipt of sealed tenders is **11:00 hrs. on 09.03.2017**. The tenders will be opened on **09.03.2017 at 15:00** hrs.
- 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 "FINANCIALBID". Both the envelopes should be put inside another bigger sealed envelope which should be superscribed "TENDER FOR SUPPLY OF DESKTOP COMPUTERS/PRINTERS".

4. The tender should be accompanied by an earnest money of **Rs. 20,000/- (Rupees Twenty Thousands Only)** in the form of Bank Draft or Bank Guarantee in the name of the Assistant Chief Accounts Officer, Central Excise Nagpur-I. Cash and cheque will not be accepted. **Tenders 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 tender happen to be lowest.** 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. The security deposit will be released after satisfactory completion of the contract.
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 – A and Annexure – B respectively.
7. The Pr.Commissioner, Customs, Central Excise and Service Tax, Commissionerate, Nagpur-I 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 PC's/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 later after due date and time (**09.03.2017 at 11:00.Hrs**) 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 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. 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 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 manufacturer's providing suitable anti-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.

Sd/-
(Pradip Gurumurthy)
Deputy Commissioner (Systems)
Central Excise and Service Tax,
Nagpur-I

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 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 Commissionerate – I web-page.
3. Notice Board
4. Guard File

Sd/-

(Pradip Gurumurthy)
Deputy Commissioner (Systems)
Central Excise and Service Tax,
Nagpur-I

/ / **ANNEXURE A**
TECHNICAL BID (QUALIFYING BID DOCUMENT)
CHECKLIST

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 PC/Printers?	
10	Whether Company agrees and accepts terms and conditions of the Tender?	

(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 of Authorized Signatory with date

ANNEXURE B
FINANCIAL BID

<u>Computer with Specification</u>	<u>Unit Price Rs (Inclusive of all Taxes)</u>	<u>Qty</u>	<u>Total Amount Rs.</u>
Name /Brand/Model of the Computer along with the Configuration (.....)			
Installation charges ,if any			
Other Charges ,if any			
TOTAL:			
<u>Laserjet Printer with Specification</u>	<u>Unit Price Rs (Inclusive of all Taxes)</u>	<u>Qty</u>	<u>Total Amount Rs.</u>
Name /Brand/Model of the Printer along with the Configuration (.....)			
Installation charges ,if any			
Other Charges ,if any			
TOTAL:			
<u>Multi-Functional Printer with Specification</u>	<u>Unit Price Rs (Inclusive of all Taxes)</u>	<u>Qty</u>	<u>Total Amount Rs.</u>
Name /Brand/Model of the Printer along with the Configuration (.....)			
Installation charges ,if any			
Other Charges ,if any			
TOTAL:			
TOTAL (Computer+Laserjet Printer+ Multi-Functional Printer)			

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

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