भारत सरकार / GOVERNMENT OF INDIA
केन्द्रीय उत्पाद शुल्क आयुक्त (लेखा परीक्षा) का कार्यालय,
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE (AUDIT)
केन्द्रीय राजस्व भवन,आई॰एस॰प्रेस॰ रोड,कोच्ची-18
CENTRAL REVENUE BUILDING: I. S. PRESS ROAD: KDCHI-18.
E-mail: auditcommcochin@gmail.com FAX-0484-239060 Phone: 0484-2390404

C. No. I/7/1/2015 Audit (Admn) 06/03/2015

Office of the Commissioner of Central Excise (audit) Cochin invites sealed tenders under two bid system –
(a) Technical bid containing information relating to all technical aspects but excluding details of the price quoted; and
(b) Financial bid containing the price quoted,
from suppliers viz. dealers/manufacturers, for supply of the 25 desktop computers and 10 laser jet printers of reputed brands, having technical specifications as mentioned in the Annexure-I, to be installed at this Commissionerate. The eligibility criteria and the terms and conditions governing the invitation of tender for supply of said goods are given in the Annexure-II.

2. The tender applications/bids of only suppliers those who satisfy the eligibility criteria (as contained in Annexure-II) will be considered for final short-listing for placing the supply order. The Technical bid and Financial bid shall be superscribed as "TECHNICAL BID FOR SUPPLY OF DESKTOP COMPUTERS/ PRINTERS" (ANNEXURE III) and "FINANCIAL BID FOR SUPPLY OF DESKTOP COMPUTERS/ PRINTERS" (ANNEXURE IV) and both shall be submitted in two separate sealed covers addressed to the "Assistant Commissioner of Service Tax (Admin), Office of the Commissioner of Central Excise (audit) Cochin - 18

3. If the technical bid cover does not contain all the details relating to acceptance of the conditions, eligibility documents etc., no further processing of that particular supplier's bid will be undertaken. Likewise, the financial bid cover shall contain only the rates quoted and their breakup. The bids shall be submitted to the Office of the Commissioner of Central Excise (audit) Cochin Central Revenue Building: I. S. Press Road: Kochi-18, on or before 17th March, 2015 by 4 PM. Bids received after the last date will not be entertained. The bidder or his authorized representative can remain present at the time of opening of his bids.

4. The tender documents will be opened in the presence of tender committee formed in this regard on 19.03.2015 at 4 PM in the office of the Commissioner Central Excise (audit) Central Revenue Building: i. s. press road: kochi-18. Only those technical bids that confirm to the terms of the Annexure I and II will be considered for further processing. Financial bids of the short-listed suppliers will be opened soon thereafter. In case where the 'technical' bid fails, the 'financial' bids of the unsuccessful bidder will not be opened. 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.

5. 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 supplier are imposed, are liable to be rejected. Further the Commissioner of Central Excise (Audit) reserves the right to reject/cancel any or all the bids received without assigning any reason thereof.

(V.N. ARAVINDAN)
ASSISTANT COMMISSIONER(Admn)

Annexure I

Sl. No.	Description of Item	Parts	Specification
1	Desktop Computer	Processor	i3 (4th Generation)
		Hard Disc	500 GB 7200 r.p.m SATA
		RAM (DDR3)	4GB Expandable Upto 8 GB
		Monitor	LED 18.5" Digital Colour Monitor
		Mouse	Dptical Scroll with USB interface
		LAN	Dn Board – 10/100/1000
		Graphics	Intel HD
		DS	Windows 8.1 with Authentication
		Key Board	104 Keys or higher USB keyboard
		USB Port	6 (six) - 2 (Two) in front
		DVD Writer	8X above
2	Printer		Laserjet 6 P.P.M

ANNEXURE-II

Terms & Conditions for supply of desktop computers

1. The Supplier intending to bid for the tender shall be an Authorized to dealer of reputed brand that are approved with DGS&D rate contract 2013-14

2. Quotations for items of lower configuration / models other than specified above will be summarily rejected.
3. Catalogues/full particulars of the branded computers should be furnished in the technical bid.

4. The items supplied should have 3 Years on-site warranty. 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.

5. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.

6. The quote rates should be inclusive of all taxes, incidental charges, insurance charges, freight, installation charges, etc.. No payment over and above the quoted rates shall be done.

7. Quoted rates must be shown in figures as well as in words.

Purchase Quantity
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.

Conditions of Deliverables
1.The delivery period should not exceed five days from the issue of purchase order.

2.Computers and printers shall be supplied and installed in the Offices located Calicut, Trivandrum, Trichur and Cochin as per the schedule of places that will be communicated before delivery.

3. 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.

4. 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.

Payments:
Payment against Bill/ invoice shall be released only after supply and installation and observance of satisfactory performance of the computer.

ANNEXURE III

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the Registered Firm / Company :-
2. Address of the Firm / Company :
(With Tel. No. , Fax no. and E-mail)
3. Status of ownership
Proprietary / Partnership/ Company :
4. Name & Address of the Proprietor/
Partners/ Director with mobile numbers :
5. Contact Person (s) (with mobile number) :-
6. Shop Act License No. obtained from controlling authorities
(attach photocopy of license)
7. List of present clients along with proof of supply order certificate. :
8. PAN No. of the firm/Co. as allocated by the Income Tax Department (attach photocopy) :
9. **Certificate showing authorized dealership.**
(attach photocopy) :

DECLARATION

I hereby declare 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

ANNEXURE IV
FINANCIAL BID DOCUMENT

1. Name of the Registered Firm / Company :-
2. Address of the Firm / Company
(With Tel. No., Fax no. and E-mail)

Sr.No.	Particulars	Rate per unit (Rs)
1	Name/ Brand of the Computer	
2	Rates of the computer along with all add on items	
3	Taxes & levies(the amount of taxes, levies may be shown separately) (payable)	
4	Other charges if any	
TOTAL:		

Sr.No.	Particulars	Rate per unit (Rs)
1	Name/ Brand of the Printer	
2	Rates of the computer along with all add on items	
3	Taxes & levies(the amount of taxes, levies may be shown separately) (payable)	
4	Other charges if any	
TOTAL:		

(The table above is indicative. The firm/company may add more columns and rows to the table to make additions to cover all statutory liabilities.)

NOTE :- All the charges statutory or otherwise should be given separately.

Signature of Authorised
Signatory with date &Name &
full address :-

Telephone No. :-
Office :-
Residential :-