भारत सरकार / GOVERNMENT OF INDIA
केन्द्रीय उत्पाद शुल्क आयुक्त (लेखा परीक्षा) का कार्यालय,
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE (AUDIT)
केन्द्रीय राजस्व भवन C.R.BUILDING, आई॰एस॰प्रेस॰ रोड, कोचीन18-.
I. S. PRESS ROAD: COCHIN-18.
Email: auditcommcochin@gmail.com Fax: 0484-2398017Phone:0484-2390404

C No.I/7/1/2015 Audit Date. 04 -01-2017

NOTICE INVITING TENDER

For and behalf of President of India, Sealed tenders are invited from reputed vendors and authorized suppliers for **"Providing laptop computers for the Offices of** Commissioner **of Central Excise, Audit Commissionerate, Cochin"** as detailed below.

Description	Quantity
All in one Laptop computer of Brand ACER, Lenovo, Dell, HP or equivalent with Carry case and Charger, having the following specifications OS:Windows 10 64 bit Professional Processor: Intel Core i3 or better RAM Size: 4GB or more Display size: 13 to 15 inch Display Resolution: 1366 x768 or better Hard Disk Size:500 GB or more Optical Drive Other factors considered are warranty, ergonomics Battery Discharge time, availability of sales support etc.	10

The detailed tender process and terms and conditions are enclosed as Annexure – "A" to this tender notice. In case of any query, the Assistant Commissioner (Systems), Central Excise Audit Commissionerate, Cochin may be contacted having Office at 5th floor, C R Building, I S Press Road, Cochin- 18 , on any working day during working hours on or before 27-01-2017. The tender form can be downloaded from the web site.www.cbec.gov.in& www. cenexcisekochi.gov.in.

The interested parties who comply with the terms and conditions of this tender notice shall submit their bids through speed post/ Registered post/ by hand in the prescribed tender form duly signed and stamped, in sealed envelopes, superscripting on the envelopes **"Tender for supply of Laptop Computers for the Offices of Commissioner of Central Excise, Audit Commissionerate, Cochin"** addressed to the Assistant

Commissioner, (Systems), Central Excise Audit, Cochin having his Office situated at 5th floor, CR Building, IS Press Road, Cochin 18. Tenders by hand shall be submitted only to Shri. Revi, KS Assistant Commissioner,(Systems) Central Excise Audit Commissionerate Cochin or to shri Binoy Kuriakose, Superintendent, Audit Cochin.

The last date of receipt of Tender: 27 -1-2017 upto 5.30.Hrs.

Tenders shall be opened on: 30-1-2017 at 10.30 Hrs.

The tenders received unsigned /incomplete and/or filed after the due date shall be summarily rejected. Tenderers who wish to be present at the time of opening of Tender may present themselves or authorize their representatives with an authority letter. The financial bids of only those bidders shall be opened whose technical bids qualify.. The format of the "Technical Bid" and "Financial Bids" are enclosed as **Annexure 'B'** and **Annexure 'C'**.

The Commissioner of Central Excise (Audit), Cochin reserves the right to accept or reject any or all tenders without assigning any reason there for.

(K.S.REVI)

Assistant Commissioner (Systems)

Encl:-Annexures- A, B & C.

Copy to:

1.Notice Board, at 5th floor,

CR Building, IS Press Road, Cochin – 18.

2. Superintendent (Computer), Central Excise Commissionerate, Cochin with a request to upload the tender in the www.centralexcisecochin.in

ANNEXURE –'A'

I. Tender process and submission of Tender documents:-

1. The bid/tender will consist of two parts. Technical bid and financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly superscribing Technical bid and Financial bid which in turn are to be placed in one sealed cover clearly superscribing **"Tender for the supply of Laptop Computers for the Offices of Commissioner of Central Excise, Audit, Cochin"**. The name of the Agency/ firm must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under Terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid. Conditional tenders shall be summarily rejected.

2. The offers/ bids received incomplete and/or received after the due date shall be summarily rejected.

3. The Technical Bids shall be opened by a tender committee on 30-01-2017 at 10.30.Hrs in the presence of bidder or their authorized representative with authority letter, if they appear.

4. The financial bids of only those parties shall be opened whose Technical Bids are found to be qualify.

5. The department reserves the right to accept or reject any or all tenders without assigning any reason.. In case of any dispute of any kind and in respect of whatsoever, the decision of Commissioner of Central Excise (Audit) Cochin will be final and binding.

6. The tender documents must be received latest by 27-1-2017 up to 5.30 Hrs. The Documents received after due date and time, due to any reason, even postal delay shall not be accepted.

II. Authenticity of the tender document:-

Every page of tender document along with enclosures must be signed by the bidder.

III. Scope of Works:-

1. The Laptop Computers shall be required to be supplied to the Office of the Commissioner of Central Excise, (Audit), 5th Floor , CR Building, IS Press Road, Cochin 18.

IV. Terms and Conditions:-

1. The Configuration of the Laptop Computers shall be as mentioned in the Tender Notice.

2. The quantity mentioned in the Tender Notice is only tentative. The Department reserves the right to increase or decrease the actual quantity required the actual quantify of procurement of the goods will be given at the time of placing the order. The bidder shall be liable to supply Laptop Computers as per specification quoted approved by the Commissionerate.

3. The Technical and Financial bids shall be in separate envelopes and both these envelopes shall be placed in a single sealed envelope and super scribed with "Tender for the supply of Laptop Computer for the Offices of Commissioner of Central Excise, (Audit) Cochin." The Separate "Technical Bid" or "Financial Bid" shall be clearly marked on the respective envelopes. The tender will be opened on 27-01-2017 at 5.30. Hrs. in the cabin of the Joint Commissioner, Central Excise (Audit) Commissionerate at 5th Floor, CR Building, IS Press Road, Cochin 18, before a Tender opening/Evaluation Committee and Tenders present, if any.

4. All the rates must be written both in figures and in words. Corrections, not allowed.

5. The tender shall be signed and stamped by the authorized person of the tendering firm/ company.

6. The tender shall provide information in respect of their PAN, Service Tax/ VAT registration No. Telephone/mobile/fax No. etc with the tender.

7. The quoted price shall remain valid for 1 month from the date of opening of the tender.

8. The bidder shall have a full-fledged registered after sales service backup and should be capable of handling service during warranty and offer an extended comprehensive protection plan for servicing and replacement of parts for an additional 3 years post warranty. Applicant should have a good track record of supplying these items to Government Departments and having past experience of dealing in these items.

9. The items supplied shall be of a reputed brand and of make as specified in the tender and supplier has to furnish Quality Assurance Certificate along with invoice and goods.

10. (a) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and the total price, (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.

(b)If there is an error in a total corresponding to the addition or subtraction o f subtotals , the subtotal shall prevail and the total shall be corrected :and

(c) If there is a discrepancy between words and figures , the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

11. The Prices quoted shall inclusive of all taxes of any government/ local authority etc. as applicable to government department. No payment over and above the prices quoted shall be done by the Central Excise (Audit) Commissionerate, Cochin in respect of any such levies brought to the notice at a later date. Installation of Laptop Computers at the office of the Central Excise (Audit Commissionerate, Cochin shall be the responsibility of tenderers for which nothing extra shall be paid. Satisfactory and operation of the system shall be obtained from the Usrs.

12. The Delivery of the items shall be within 21 days from the issuance of the work order.

13. Payments shall be released post supply, Installation and proper operation of the Computer Systems. The bidder shall be responsible for maintenance during the warranty period and extended comprehensive maintenance plan period.

14. In case of any dispute of any kind and in any respect whatever, the decision of Commissioner of Central Exise (Audit) Cochin shall be final and binding.

(K.S Revi)
Assistant Commissioner (Systems)
Central Excise (Audit) Commissionerate, Cochin

ANNEXURE B

TECHNICAL BID

Name of the work: Quotation for the supply of Laptop Computers for the Officers of Commissioner of Central Excise (Audit), Cochin.

1.	Name , Address & Telephone of Firm/Agency	
2.	Name and Mobile No. of the owner of Agency/Firms	
3.	PAN No. (enclose self copy of proof)	
4.	VAT Registration No.(enclose self attested copy of proof)	
5.	Details of experience in the field	
6.	Organizations where items supplied	
7.	Whether the bidder is a manufacturer or an authorized dealer of the particular brand (supporting documents to be attached)	

This is to certify that I have read the tender notice along with annexure and accept the terms & conditions.

Signature

Name of the Authorized signatory

Seal/Stamp

ANNEXURE – C

FINANCIAL BID

Name of the Registered Firm/Dealer/Agency/Company:

Address of the Firm/Dealer/Agency/Company:
(With Tel.No., Fax No.and E-mail)

No.	Description of Item	Specifications	Qty	Rate per Unit	Total Amt.(Including taxes)
1.	Laptop Computer	All in one Laptop Computer of Brand ACER, Lenovo, Dell, HP or equivalent with carry case and charger , having the following specifications Processor: Intel Core i3 or better RAM Size: 4 GB or more Display Size : 13 to 15 Inch Display Resolution : 1366 x 768 or better Hard Disk Size : 500 GB or more Type of Operating System: OS Windows 10 (64 bit)Professional Optical Drive	10		

Signature
Name of the Authorized signatory
Seal/Stamp