



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर आयुक्त का कार्यालय

Office of the Commissioner of Central Excise, Customs & Service Tax

काकीनाडा आयुक्तालय KAKINADA COMMISSIONERATE

उत्पाद शुल्क भवन, पत्तन क्षेत्र, विशाखपट्टणम

Central Excise Building, Port Area, Visakhapatnam - 530 035.

C.No.I/22/01/2017-Admn-II(GST)

Dated: 15.02.2017

NOTICE INVITING TENDER

Tenders are invited for the Purchase of Computers and Photocopier Machines for the Office of the Commissioner, Central Excise & Service Tax, Kakinada Commissionerate, Central Excise Building, Port Area, Visakhapatnam as per the requirement mentioned below:

Sl.No.	Name of the Item	Quantity	Item to be Supplied at (Location)
01.	HP All-In-One-22b251in Desktop Intel core i5-7200U Processor, 7 th Generation; 4GB RAM; 1TB HDD, DVD Drive, Windows-10 Operating System, 21.5" Full HD Screen Wireless Keyboard & Mouse, 1 Year Warranty with pre-loaded Microsoft Office-2016 (Licensed)	05 (Five)	O/o the Commissioner of Central Excise & Service Tax, Kakinada Commissionerate, New Central Excise Building Port Area, Visakhapatnam – 530 035
		03 (Three)	O/o the Assistant Commissioner of Central Excise & Service Tax Rajahmundry Division Srinagar, Morampudi Road Rajahmundry – 533 107 Tele: 0883 - 2475655
		02 (Two)	O/o the Assistant Commissioner of Service Tax, Gajuwaka Service Tax Division SVC Complex, 2 nd Floor Dwaraka Nagar, Visakhapatnam- 530 016 Tele: 0883 - 2475655
02.	Ricoh Digital Multi Functional Copier Model 2501SP, CVT, Trolley	01 (One)	O/o the Commissioner of Central Excise & Service Tax, Kakinada Commissionerate, New Central Excise Building Port Area, Visakhapatnam – 530 035
		01 (One)	O/o the Superintendent of Customs, Central Excise, Service Tax, Legal Coordination Cell Visakhapatnam Zone 5 th Floor, C.L.S Building Nampally Station Road, Abids Hyderabad – 500 001 Phone:040 - 23200606

The prescribed tender documents with the Terms and Conditions can be downloaded from the official website www.cbec.gov.in or www.cenexcisevizag2.gov.in or <https://eprocure.gov.in/>. Bid can be made only through <https://eprocure.gov.in/> on or before **28.02.2017** (1800 hrs). E-tendering process is as mentioned below. Tender will be opened on **01.03.2017** at 1600 hrs at Central Excise & Service Tax, Kakinada Commissionerate, Hars Office, New Central Excise Building, Port, Visakhapatnam – 530 035.

For any query/ clarifications Superintendent (Admin), Central Excise & Service Tax, Kakinada Commissionerate, may be contacted at the phone No. 0891-2504411.

E-tendering Process:

The tender is invited in two covers i.e. 1) Technical bid/Qualifying bid and 2) Financial bid. The e-tender form for technical bid and financial bid as prescribed in Annexure-I & II and item rate BOQ xls sheet respectively, duly completed in all respect shall be submitted online on www.eprocure.gov.in/eprocure/app.on or before **28.02.2017** (1800 hrs) in separate files addressed to the Commissioner, Central Excise & Service Tax, Kakinada Commissionerate, New Central Excise Building, Port Area, Visakhapatnam. The Technical/Qualifying bid shall be opened by the e-tender Committee on the scheduled date.

Submission of bids:

Bids have to be submitted online through e-tender website portal i.e. www.eprocure.gov.in/eprocure/app. before the schedule date & time. Bidders should submit the Technical as well as Financial Bids through e-tendering portal only. Scanned copies of all relevant documents should be attached with the bid. **Bids submitted by Courier/Post/in-person shall not be accepted in this tender.**

A. TECHNICAL :

1. The bidder should have the PAN no. and should attach a photocopy of the same.
2. The bidder should have experience in supplying Computers and Printers to the Govt. Department / PSU / Big IT Companies for which the service provider should submit the name (s) of Organization (s) to whom services were being provided, and number of computers so provided to each organization (s).

B. FINANCIAL :

1. The bidder shall quote their rate inclusive of all Taxes.
2. The commercial bids of only those bidders who qualify the Technical conditions will be entertained.

The tenders will be **opened on 01.03.2017 at 16.00 Hrs.** in the presence of tender committee at Hqrs Office, Central Excise & Service Tax, Kakinada Commissionerate.

The Commissioner, Central Excise & Service Tax, Kakinada Commissionerate reserves the right to accept or reject any or all tenders without assigning any reason.

-Sd-

Encl.: As above.

(**Jai Arvind G**)
Assistant Commissioner (P&V),

Copy to :-

Notice Board

Web Administrator, CBEC, New Delhi.

Digitally signed by Saurabh Prakash Mishra Date: 2017.02.07 16:57:11 IST
Location: India

Signature Not Verified



CONDITIONS OF THE TENDER NOTICE

1. **Earnest Money:** Tender documents must be accompanied with non-interest bearing Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft in favour of the Commissioner of Central Excise & Service Tax, Kakinada Commissionerate, failing which tender will not be considered for opening of Financial Bid. Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender. Earnest money will be refunded to the successful bidder on the receipt and installation of all the items.
3. Full specifications of the article quoted for shall be uploaded in the e-tender in PDF form along with illustrated pamphlets, drawings etc, where available, in Cover-I.
4. Clause for the onsite warranty and time period should be explicitly mentioned in the bid document.
5. The rates quoted should be inclusive of all taxes. Price is to be quoted along-with Brand name. Rates must be shown in figures as well as in words. In case of any variance between amount quoted in figures and in words, the quotations will be summarily rejected. Installation & transportation charges if any may also be quoted.
6. The quotation should be in Company/firm's letter head with the signature & stamp of the authorized person and his full name and status should be indicated below his signature.
7. Payment against Bill/ invoice shall be released only after supply/installation and observance of satisfactory performance of the items.
8. All the items are required to be supplied in company sealed pack and installed at the following premises of the Kakinada Commissionerate.

Sl.No.	Name of the Item	Quantity	Item to be Supplied at (Location)
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9. If any disagreement or dispute arising between the vendor and the Government under or in connection with the terms & conditions, they shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or dispute arising between them shall be settled under the Court of Law within its jurisdiction at Visakhapatnam. The resultant contract will be interpreted under Indian Laws.
10. If after receiving purchase order, the goods are not supplied in time with lame excuse or not at all supplied, the party will be black listed.
11. PAN No. , Phone No., Complete Postal Address and e-mail Address are mandatory for all, failing which the quotation / tender will not be considered.

Annexure 'A'

Technical Bid Form for Purchase of Computers and Photocopier Machines

(The last date for submission is 28 .02 .2017 till 1800 hours)

Sr.No	Required information	Particulars
1	Name, Address and Telephone Numbers of Agency/firm. (both landline and mobile telephone numbers are to be provided)	
2	Name and telephone numbers of the owner of the Agency/Firm (both landline and mobile telephone numbers are to be provided)	
3	Details of Permanent Account Number (PAN) (enclose copy)	
4	Name, address, contact details and specimen signature(s) of authorized signatory/signatories	
5	List of Government Organizations (both central and state) where the Computer/ Printers have been provided (copies of contract letters (both past and present) are to be enclosed)	
6	Details of the Demand Draft enclosed with the Bid.	

I hereby certify that the above furnished information is correct. I also certify that I have read and understood the technical conditions. I understand that furnishing false information will disqualify my firm from further bidding process.

Signature:

Name of Authorized Signatory:

Seal/Stamp:

Date:

Annexure - B

3. **Name of Bidder :**

4. **Address :**

5. **Telephone/Mobile No. :**

6. **Rates :**

Date :.....

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Signature Not Verified

Digitally signed by Saurabh Prakash
Mishra Date: 2017.02.07 16:58:30 IST
Location: India

