



केन्द्रीय कर का आयुक्तालय

OFFICE OF THE COMMISSIONER OF CENTRAL TAX

HYDERABAD - II AUDIT COMMISSIONERATE: हैदराबाद - II लेखापरीक्षा आयुक्तालय

11-5-423/1/A:: सीताराम प्रसाद टावर:: रेड हिलस:: हैदराबाद - 4

11-5-423/1/A: SITARAM PRASAD TOWERS: RED HILLS: HYDERABAD - 4

C.No. I/22/16/2017 - Admn.

Date: 23.01.2018

हेडराबाद II ऑडिट आयुक्तालय के लिए किराए पर फोटोकॉपीयर्स की भर्ती के लिए निविदा आमंत्रित करने के लिए सूचना / NOTICE FOR INVITING TENDER FOR HIRING OF PHOTOCOPIERS ON RENT FOR HYDERABAD - II AUDIT COMMISSIONERATE, HYDERABAD

Sealed quotations are invited for hiring of one all in one colour photocopier and five monochrome all in one photocopiers on rent per copy basis for use by the Office of the Commissioner of Central Tax, Hyderabad - II Audit Commissionerate for a period of 3 years.

The services are required location wise as given below:

Sl. No.	Description of photocopier	Location where the services are required
1	One all in one colour photocopier with speed 20/22/25/28/36 CPM	Red Hills, Hyderabad, Telangana
2	Five monochrome all in one photocopiers with speed 20/22/25/28/36 CPM	Red Hills, Hyderabad, Telangana
3	One monochrome all in one photocopier with speed 20/22/25/28/36 CPM	Hanamkonda, Warangal, Telangana
4	One monochrome all in one photocopier with speed 20/22/25/28/36 CPM	Subash Nagar, Nizamabad, Telangana

Interested agencies/ firms may drop their bids enclosed in a sealed cover in the tender box placed at Administration section, 1st floor, O/o the Commissioner of Central Tax, Hyderabad - II Audit Commissionerate , Sitaram Prasad Towers, 11-5-423/1/A, Red Hills, Hyderabad-500 004 on or before **09-02-2018 by 14:00 Hrs. The**

bids will be opened on 09.02.2018 at 16.00 Hrs. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed "Financial Bid" and "Technical Bid" and put inside a bigger sealed envelope which shall be super scribed with the words, "TENDER FOR HIRING OF VEHICLES in r/o HYDERABAD - II AUDIT COMMISSIONERATE, HYDERABAD" on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official websites of <https://eprocure.gov.in/epublish/app> and <http://www.cbec.gov.in/htdocs-cbec/tender/tenders-idx>.

TERMS AND CONDITIONS

1. All the terms and conditions for hiring of photocopier machines, acceptance of the payment terms etc. shall be as those mentioned herein. No change whatsoever in terms and conditions shall be acceptable.
2. All the annexures shall be duly signed by the authorized signatory along with seal.
3. Bids should be accompanied with the Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees ten thousand only) in the form of Cheque/DDO in favour of "The Commissioner, Hyderabad II Audit Commissionerate".
4. The EMD will be refunded to all the bidders after finalization of tender and issue of work order to successful bidder.
5. Bids received without annexures & EMD will not be considered and rejected unless document claiming exemption from EMD from the concerned authorities is attached.
6. The Department will pay only rate per copy on the basis of actual meter reading of the machine on monthly basis and all the expenditure on repair, supply of perishables, spare parts and maintenance of the photocopiers shall be borne by the service provider i.e. Contractor. There is no minimum guarantee of volume of the number of photocopies per month. The Contractor shall submit the bill at either end of the month or starting of the following month on actual meter reading.
7. The rates quoted should be inclusive of all charges viz. transportation/shifting of photocopiers, if required, installation etc.
8. The photocopiers shall be supplied and installed at the locations as specified in the tender document.

9. The rate contract will be valid for a period for a period of three (03) years from the date of issue of work order and can be extended further on mutual agreement of both the parties. The contract can be terminated at any time by either of the parties by giving an advance notice of two months with valid reasons.

10. Any complaint/service requested by the office shall be attended within 24 working hours, failing which the Contractor has to pay a penalty of ₹ 200/- per each complaint per day until the complaint is attended to.

11. In case any photocopier has to be taken out for repairs to the workshop, a standby machine of the same/higher configuration shall be provided by the Contractor at the same place.

12. No changes in the rates quoted will be acceptable within the contract period i.e. for three years.

13. In case of tie in the rates quoted by two or more firms/agencies, the decision of the Commissioner of Hyderabad - II Audit Commissionerate will be final based on the recommendations of the Tender Evaluation Committee.

14. Any disputes in this regard will be subjected to the jurisdiction of Hyderabad only.

15. The tentative number of photocopiers required initially will be eight (08) and the number can be increased or decreased at any point of time. The decision of the Competent Authority will be final in this regard.

16. Authorized signatory must sign at the bottom of each and every page of the tender document.

17. Bids submitted or received after the last date of submission will not be considered for evaluation and liable to be rejected summarily.

Sd/-

(B D S KUMAR)

Asst. Commissioner (ADMIN)

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name of the Registered Firm/Agency :
2. Address of the Firm/Company :
3. Contact Details (Tel. No., Fax, Email) :
4. Status of ownership :
(Proprietary/Partnership/Company)
5. Contact Person (s) with Mobile No. :
7. License No. obtained from
Concerned Authorities (Enclose photocopy) :
8. PAN No. of the Firm/Agency (Enclose photocopy):
9. Certificate showing Authorized Dealership
if any (Enclose photocopy) :
10. Goods and Services Tax Number
(Enclose photocopy) :
11. Work experience copies if any :
12. Certified copies of annual turnover copies :

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 conditions as mentioned in the tender document.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the Registered Firm/Comapany
(enclose copy of registration) :

2. Address of the Firm/Company
(with Tel. No., Fax No., and Email) :

Sl. No.	Description of the item	Rate per copy in ₹	Any other taxes viz. GST etc.
1	Make and model of the photocopier with detailed specifications viz. speed of photocopying, printing, resolution of the scanner etc.		

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

Note: All the charges should be indicated in the above table.

DECLARATION

I / We 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 shall be blacklisted and will not have any dealing with the Department in future. It is further submitted that the areas specified in the Tender verified and found correct. We shall not raise dispute in the areas specified.

(Signature of Authorized Signatory with date)

Crucial dates:

1. Last date for submission of bids: 09.02.2018 till 14.00 Hrs.

2. Opening of bids: 09.02.2018 at 16.00 Hrs.