



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CENTRAL GOODS & SERVICE TAX
KOLKATA AUDIT-I COMMISSIONERATE
GST BHAWAN, 180, SHANTIPALLY, RAJDANGA MAIN ROAD, KOLKATA-700107

**Notice Inviting Tender for Comprehensive Annual Maintenance Contract
of four Photocopier Machines**

Sealed quotations are invited from reputed service providers/ prospective bidders under two bid system viz. (a) Technical Bid containing information relating to all aspects other than the price quoted and (b) Financial Bid containing the price quoted; both to be provided separately in sealed covers, for Comprehensive Annual Maintenance Contract (AMC) of the following four Photocopier Machines installed at the Kolkata Audit-I Commissionerate, GST Bhawan, 180, Shantipally, Rajdanga Main Road, Kolkata-700107, for a period of one year from the date of contract or agreement, as per the terms and conditions mentioned in the “Annexure A” attached with this Tender notice:-

Sl. No.	Type of Machines	No. of Machines
1	Samsung Multixpress 8128	2 Nos.
2	Canon IR2318L	2 Nos.

Interested parties are required to submit their bids/ Tender documents duly signed and stamped as per two bid systems i.e. Technical Bid as per “Annexure B” and Financial bid as per “Annexure C”, separately in two different sealed envelopes. These envelopes shall be super scribed ‘**Technical Bid**’ & ‘**Financial Bid**’ and put inside a bigger sealed envelope which shall be super scribed with the words “**Quotation for AMC of Photocopier Machines**” and address to ‘**The Assistant Commissioner (P&V), Office Of The Commissioner of CGST & CX, Kolkata Audit-I Commissionerate, GST Bhawan, 6th Floor, 180, Shantipally, Rajdanga Main Road, Kolkata-700107**’. The quotations may be sent by post or delivered at the receipt section (opposite Room No.627) of this office premises. **The last date of receipt of the Tender is 01.03.2018 at 16.00 hrs.**

The sealed envelopes of technical bids shall be opened and evaluated on **05.03.2018 at 12.00 pm** in the chamber of the Assistant Commissioner (P&V) (room no:-618), CGST & CX, Kolkata Audit-I Commissionerate, GST Bhawan, 6th Floor, 180, Shantipally, Rajdanga Main Road, Kolkata-700107, by the Local Purchase Committee constituted by this office. The Financial Bids shall be opened of only those bidders, whose Technical Bids are qualified and the lowest bidder/supplier, fulfilling all the criteria, shall be chosen based on the figures quoted. The bidders who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose.

Sd/-
Assistant Commissioner (P&V)
CGST & CX
Kolkata Audit-I Commissionerate,
Kolkata

Copy for information:-

1. The Deputy/Assistant Commissioner (HQ), Central GST & C. EX, Kolkata North/Kolkata South/Howrah/Haldia/Appeal –I/Appeal –II/Audit –II/Bolpur/Siliguri/Durgapur, with a request to arrange for display of the notice to their respective Office Notice Board.
2. The Superintendent (System), Central GST & C. EX., Kolkata Audit-I Comm'te with a request to upload the Notice in Official website as well as in CBEC website.
3. Notice Board, CGST & CX, Kolkata Audit-I Commissionerate.

Sd/-
Assistant Commissioner (P&V)
CGST & CX
Kolkata Audit-I Commissionerate,
Kolkata

Terms and Conditions:-

1. Interested agencies are requested to submit their quotation/tender in two parts in two separate sealed covers, one containing "Technical Bid" as per Annexure-"B" and the other containing "Financial Bid" as per Annexure-"C". Both these bids should be kept together in another sealed cover superscripted as "Quotation for AMC of Photocopier Machines". The format of the Technical Bid and Financial Bid is enclosed as Annexure-"B" & "C".
2. The list of machines is only tentative. The Department reserves the right to increase or decrease the actual quantity required. However, the actual quantity of machines for AMC will be given at the time of placing order.
3. Site inspection can be done on **20th & 21st February, 2018** with prior information to the undersigned/ Superintendent (Hq. Pool), if required for submission of bids/quotations.
4. The Tenders/Quotations which are received incomplete and /or filed after the due date shall be summarily rejected.
5. This office reserves the right to accept or reject any or all tenders without assigning any reason.
6. The AMC shall be on maintenance service basis consisting repair and replacement of any defective parts with spare parts (Paper tray, Separation Roller, Pickup Roller, Fixing Film Assembly etc.) free of cost with the same make as of the machines i.e. no extra charges for any spare parts will be paid except for consumables items. Any conditional tenders will not be considered.
7. The contract shall be valid for an initial period of One Year from the date of award of contract. The rates quoted will remain in force for the full period of the contract. No demands for revision of rate on any account shall be entertained during the contract period. The Commissioner of CGST & CX, Kolkata Audit-I Commissionerate, Kolkata reserves the right to reduce or extend the agreement for further period as deemed after the expiry of initial period of agreement on the same terms and conditions.
8. The agency/firm shall have sufficient numbers of Technicians and Engineers with them. List of Service engineers / support staff along with their contact no. has to be provided along with their qualifications. The firm should submit the list of Service Engineers along with their contact numbers, whom they will be able to provide to this office in case they are selected in the tender. One permanent Service Engineer should be placed in the office for resolving problems during office hours and beyond normal office hours in case of exigency. The supporting Service Engineers will have to maintain a Complaint Log Book for each of the machines to be taken under the AMC.
9. The firm intending to submit the tender should be a reputed organization in the field of maintenance and must have provided AMC to at least two Central Government Organizations for at least 2 years. (Satisfactory performance certificate regarding AMC from at least 2 government Departments shall have to be furnished).
10. A general undertaking shall be given in the format placed at **Annexure "D"** to this document, that all terms and conditions of the Bid Document are acceptable. This needs to be signed by an authorized person of the applying firm. Only the firms meeting the above technical terms & conditions should submit their quotations in sealed covers. Technical Bid shall include documentary proof in respect of each of the above points of Technical terms and conditions and filled up format as mentioned in the Annexure-D. Financial bids of Firms who fail to fulfill any of the above conditions will not be considered.
11. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by this office whose decision shall be final and conclusive.

12. The service provider should have GST Registration.
13. The department is not liable to pay any other charges in addition to the above (AMC charges Plus GST). No advance payment would be made in any case. However, payment will be made on quarterly basis.
14. TDS will be deducted as per rules.
15. The contract can be terminated by this office at any time without assigning any notice/reason or without giving any reason. If the work of the Service Provider is found unsatisfactory during the period of this contract, decision of the Competent Authority of this office shall be final and binding on the firm/vendor on contract.
16. Preventive maintenance will be carried out on monthly basis. The reported fault would be taken up on the same day. As far as possible, the repairs shall be carried out on-site itself. A preventive Maintenance report (Quarterly) installed in this office would be submitted along with the quarterly bill of comprehensive AMC, failing which an appropriate penalty would be imposed. The payment on quarterly basis will be made strictly on the basis of the satisfactory report of the user.
17. Shifting of equipment (including wires) within the building as and when required.
18. At the end of the contract period, both the user and the AMC holder shall certify separately that the photocopiers machines are in satisfactory working condition and that no fault or complaint is pending.
19. The tender notice is also available on the office website www.cbec.gov.in.

Sd/-
Assistant Commissioner (P&V)
CGST & CX
Kolkata Audit-I Commissionerate,
Kolkata

(TECHNICAL BID)

(To be enclosed in a separate sealed envelope which shall be super scribed 'Technical Bid')

1. Name of the Organisation/Firm:
2. Name(s) of the Proprietors/ Partners/Director:
3. Registered Address, Telephone (Landline/Mobile) & Fax No.:
4. Other Address of any branches with their telephone No. & Faxes:
5. Address and Contact Number of the Workshop:
6. Whether firm is registered under GST:
7. GST Registration No. (Copy to be enclosed):
8. Permanent Account Number of the firm. (Copy of PAN Card to be attached):
9. Total Engineers working under this firm:
10. Name(s) of the Public Sector/Govt. Organisation to whom similar services have been provided by the firm (Please attached the service Certificate from Govt Office/ Public Sector):
11. Name of the website, email ID etc, if available

Signature of authorized signatory with date

Name:-

Designation:-

Name of firm:-

Address:-

Office Seal:-

(FINANCIAL BID)**(To be enclosed in a separate sealed envelope which shall be super scribed 'Financial Bid')**

Total AMC Cost:- (inclusive of all taxes, charges) for 1 year from date of order	(In digits) Rs. /-
	(in words)Rupees

Signature of authorized signatory with date

Name:

Designation:

Company:

Address:

Office Seal:

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS CONTAINED IN
THE TENDER DOCUMENT**

To
The Commissioner,
CGST & Central Excise,
Kolkata Audit-I Commissionerate
GST Bhawan, 6th Floor.
180, Rajdanga Main road, Shantipally,
Kolkata-700107

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Notice issued under _____ dated _____ regarding on site Annual Maintenance Contract (AMC) of four nos. of Photocopier machines installed in the office of the Commissioner, CGST & Central Excise, Kolkata Audit-I Commissionerate.

I declare that all the Terms and Conditions of this Tender Notice are acceptable to me/my Company/firm. My Company/firm does not have any terms and conditions of its own in respect of quotation being submitted for AMC. Our agency/firm is not blacklisted by any organization/govt. Department as on the date of submission of the tender notice. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours Very Truly,

Signature of authorized signatory with date

Name:

Designation:

Name of firm:

Address: