

Government of India / Ministry of Finance Department of Revenue / Central Board of Excise and Customs : OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & CUSTOMS : Room No.411, 'Central Excise Bhavan', Race Course Ring Road, Rajkot-360 001 Ph.No.0281-2450353 Fax No. 0281-2443313	
F.No.I.22-06/2010-Adm	Date: 18.11.2010

(B) -NOTICE INVITING TENDERS FOR ANNUAL MAINTENANCE CONTRACT FOR COMPUTERS/PRINTERS/ALL IN ONE/UPS / INTERNET CONNECTIONS ETC.

Sealed tenders are invited for Comprehensive (with spare-parts) Annual Maintenance Contract (AMC) for **"Computers, Printers, All In One, and UPS" & repairing/maintenance of Internet connection of Computer systems/server** at the Central Excise offices under this Commissionerate. The Computers Printers UPS & Internet connection for which the quotations for AMC are being invited are installed at the different offices located at Rajkot, Jamnagar, Morbi, Wankaner, & Gondal.

The period of AMC shall be for 12 months from the date of Agreement.

(A) TENDER PROCESS

(a) Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid separately

The tender form for **Technical bid in proforma prescribed in Annexure - I** and tender form for the **financial bid in proforma prescribed in Annexure -II** complete in all respects shall be submitted in two separate sealed covers addressed to the Additional Commissioner (P&V) O/o Commissioner of Central Excise, Customs and Service Tax, Rajkot, "Central Excise Bhavan", Race Course Ring Road, Rajkot- 360001 and be handed over to the Personal Assistant to the Additional Commissioner (P&V), 6th floor, "Central excise Bhavan" Building, Race Course Ring Road, Rajkot **on or before 17th October, 2014, 16.00 hrs.** The sealed covers should be super scribed with **"Technical Bid- Contract Computers, Printers, All In One, and UPS" & repairing/maintenance of Internet connection"**, and **"Financial Bid- Contract Computers, Printers, All In One, and UPS" & repairing/maintenance of Internet connection"** respectively. Incomplete bid documents shall be rejected.

(b) If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/ courier services.

(c) The valid Technical bids shall be scrutinized by the department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted.

(d) The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.

The Additional Commissioner (P&V) of Central Excise, Customs & Service Tax, Rajkot reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Number of computers, various types of printers and UPS proposed to be covered under the AMC is mentioned hereunder;

Sr No	Particulars of the item	No.of Unit
01	Computer Systems	225
02	Printers (All-in-One)	65
03	Printers (Laser)	150
04	Printers (Dotmatrix)	05
05	UPS of 600VA	225

The award of AMC is subject to the following conditions;

A	The vendor should have exposure of maintaining such a large number of hardware under one contract.
B	Should undertake scheduled preventive maintenance once in a month at all the Central Excise Offices mentioned herein above.
C	Should be ready to deploy at least 02-03 engineers exclusively for our Rajkot office during office hours and 01 local representative at the stations other than Rajkot.
d	On call service should be attended within 01 hour from the time of the call for the offices located at Rajkot and within 24 hours for the offices located at the station other than Rajkot.
E	If the scheduled preventive maintenance / unscheduled call are not attended properly, the same will got attended by the other service provider and the charges paid for the same will be deducted from the AMC Charges to be paid.
F	Should be ready to accept the payment of the AMC Charges periodically (Quarterly) which would be decided wholly at the discretion of the Department.
g	The number of units mentioned herein above is tentative. The actual number of unit to be covered under AMC may differ at the time of awarding AMC. Hence, the quotation should be submitted per unit in respect of all the items.

For any further details, Administrative Officer, Room No.411, 4th floor, Customs & Central Excise, 'Central Excise Bhavan', Race Course Ring Road, Rajkot-360001 may be contacted (Phone No.02812450353/ Mob. 9426786578) during office hours on any working day.

(K.M.Jadav)
Administrative Officer (H.Q.)

Copy to :

- (1) The Superintendent (Systems), CCE, Rajkot, for information and with a request to upload this Notice on the CBEC Website as required.
- (2) Notice Board of the HQ Office.

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**Annexure - I
(Technical bid)**

Pre-qualification requirement for award Annual Maintenance contract for Computers/Printers/UPS/Internet services etc.

(To be submitted in a separate sealed envelope superscribing "QUALIFYING BID")

1	Name of the Organisation/ Firm	
2	Name (s) of the proprietors/Directors	
3	Registered address	
4	Telephone/ Mobile No./Fax No.	
6	Registration No. of the Firm (copy to be enclosed)	
7	Permanent Account No. of the firm (PAN) (copy to be enclosed)	
8	Service Tax registration no. (If registered)	
9	Name (s) of Public Sector/Govt. organization to whom similar services have been provided by the firm during last 3 years (Please attach the job order / service certificate from Govt. Office/ Public Sector)	

**Signature with date
Name of the Firm
Seal**

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ANNEXURE — II

FINANCIAL BID

PROFORMA FOR QUOTING RATES

(To be submitted in a separate sealed envelope superscribing
"FINANCIAL BID")

1. Name of the Organization/Firm :

2. Address :

(With Tel No., Fax No.)

3. Name & Address of the :

Proprietor/ Partners/ Directors

(with Mobile Nos.)

Sr No	Particulars of the item	Rate per unit (In Rs. Per year)
01	Computer Systems	
02	Printers (All-in-One)	
03	Printers (Laser)	
04	Printers (Dot matrix)	
05	UPS of 600VA	

*No extra/additional payment will be made for internet/net working services.
Only payment will be done for material used for LAN & Internet services.

Signature with date

Name of the firm

Seal