



प्रधानआयुक्तसीमाशुल्क कार्यालय(निवारक)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PREVENTIVE)
तलाशीएवंआसूचनाविभाग,नवीनसीमाशुल्कभवन,
RUMMAGING AND INTELLIGENCE DIVISION, NEW CUSTOM HOUSE,
बेल्लार्डएस्टेट,मुंबई-400001
BALLARD ESTATE, MUMBAI - 400 001.

F. No.- SD/INT/ADMIN-III/20/ 2019-20/R&I

Date:06.08.2019

TENDER NOTICE

Sub: Online E-Tender for hiring of two Xerox (Photocopying) Machine for a period of one year in R&I, 11th floor, New Custom House, Ballard Estate, Mumbai-400001 – Reg.

Online e-Tender is invited by the office of Pr. Commissioner of Customs (Preventive), Rummaging and Intelligence Division, New Custom House, Ballard Estate, Mumbai-400001 from eligible and experienced/ reputed firms for hiring of two Xerox (Photocopying) Machines for a period of one year.

The e-tender is invited in a two-bid system, viz., Technical/ Qualifying Bid and Financial Bid. The details of work specifications, terms & conditions outlined in the Annexure to this e-tender are as under: -

1. Annexure-I - Terms & Conditions
2. Annexure-II-Application Form
3. Annexure-III - Technical Bid form
4. Annexure-IV - Financial Bid form

The e-tender for qualifying bid prescribed in Annexure so attached complete in all respects shall be submitted on-line on or before 13.08.2019.

All prospective bidders are invited to submit their bids under Two-Bid systems for the subject work, as detailed below, in accordance with the tender documents enclosed: -

MODE OF TENDERING	: e-tendering through portal
https://eprocure.gov.in	
EARNEST MONEY DEPOSIT	: Rs. 5,000/- (Rupees Five Thousand only)
LAST DATE & TIME FOR SUBMISSION OF BID	: 27.08.2019 at 1800 hrs
DATE & TIME FOR OPENING OF TECHNICAL/ QUALIFYING BID	: 28.08.2019 at 1130 hrs
DATE & TIME FOR OPENING OF FINANCIAL BID	: 30.08.2019 at 1130 hrs

Interested bidders may download the Notice Inviting e-Tender from the e-procurement portal <https://eprocure.gov.in>. The tender enquiry documents will be available on official website of CBIC (www.cbec.gov.in), official website of Mumbai Customs Zone-1 (<http://www.mumbaicustomszone1.gov.in>) and on <https://eprocure.gov.in> from07.2019.

In the event of any of the above mentioned dates being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

The e-Tenders should be submitted on-line on the website <https://eprocure.gov.in> in complete in all respects on or before 13.08.2019 in two separate files addressed to the office of Pr. Commissioner of Customs (Preventive), Rummaging and Intelligence Division, New Custom House, Ballard Estate, Mumbai-400001. The technical/ qualifying bid shall be opened by the e-Tender Evaluation Committee on 14.08.2019. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender evaluation committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on 15.08.2019 by the e-tender evaluation committee.

Bidders shall submit the technical as well as the financial bid through e-tendering portal (<https://eprocure.gov.in>) only. Bids submitted by courier/ post/ in person shall not be accepted in this tender.

The Bidder should clarify any doubts/queries regarding the specification/brand from the Inspector/Superintendent of Customs, on any working day between 11.00 AM to 5.00 PM before 13.08.2019. The Bidder should fulfil pre-qualification conditions of the e-Tender and should sign each and every page of the e-tender including the annexure as a token of acceptance of all the terms and conditions contained therein and submit all documents attested by the authorized person along with the bid. The e-tender form shall be rejected if it is not complete in all respects.

sd/-

(Sourabh Dabas)
Deputy Commissioner of Customs (P)
R&I Division/Admin-III

Encl: Annexure I, II &III

Copy to

I. Notice Board

ii. e-procurement portal (<https://eprocure.gov.in>)

iii CBIC website (www.cbic.gov.in) through telex section,

iv Mumbai Customs Zone-1 website (<http://www.mumbaicustomszone1.gov.in>)

1. Eligibility/ Qualification Criteria:

- i. The successful firm will be required to provide two photo copy machines. **The machines should not be older than one year from the date of acceptance of tender.** These machines should be capable to handle heavy work load. These machines shall be installed at R&I admin, 11th floor, New Custom House, Ballard Estate, Mumbai.
- ii. Incomplete or unconditional tenders will not be entertained.
- iii. The work will be awarded to only such firms who have experience of at least 02 years of similar work in Central Government Departments, State Government, Public Sector Undertakings in the two financial years i.e. 2017-18 and 2018-19.
- iv. This office will award the work to the firm which will quote the lowest rates, however, for the given reason the work may be allotted to other than lowest bidder. The decision of the competent authority will be final and binding. This office reserves the right to accept or reject any of all the quotations without assigning any reasons whatsoever.
- v. The service provider shall make arrangement to depute one technician every week for weekly maintenance of both the machines.
- vi. The service provider shall provide all the spare parts & consumables (toner, drum etc.) required for maintaining the equipment, at his cost.

2. Bidding Procedure/Submission of Bids:

a) Bids are invited in two bid systems, (1) Technical and (2) Financial, which shall be uploaded separately on E-procurement Portal of www.eprocure.gov.in as per annexure-III and annexure-IV.

b) The Technical Bids of all the bidders will be opened by e-tender evaluation committee on pre-scheduled date, time and venue. No price details shall be given in this bid. Violation to this would result in invalidation of tender.

c) The Financial Bids of only successful Technical Bidders will be opened later on pre-scheduled date, time and venue.

d) All relevant rules and regulations of Government of India will be final and applicable and binding on all bidders.

f) All Financial/commercial bids must contain “**full details of the price & commercial conditions, terms of payment**”, etc. All Prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed format.

g) Any deviation of any sort e.g. Technical or Financial or terms and conditions shall specifically be indicated in the Technical & Financial Bids itself.

h) The bid shall remain valid for 60 days after the date of bid opening. The acceptance of the tender rests with Commissioner of Customs (Preventive), New Customs House, Ballard Estate, Mumbai, who will be the final authority and his decision shall be final and reserves the right to reject any or all of the bids so received without assigning any reasons whatsoever.

3. Prices:

- i. The rates should be quoted per copy against both machines. The quoted price should factor in the expenses on account of transportation, handling, installation, insurance, etc. as applicable.

- ii. Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the supplier in its bid. The purchaser shall not pay any additional charges except price offered.
- iii. The GST and/or any other statutory taxes/levy as applicable shall be borne by the purchaser. The tax/levy should be shown separately.
- iv. Lowest bidder (L1) shall be decided on the basis of lowest quotation of cost of per page photocopy.

4. Security Bid:

The prospective Bidders shall submit Bid Security (Earnest Money) in the form of Account Payee Demand Draft of Rs. 5,000/- in the name of "Commissioner of Customs (Preventive), Mumbai" along with the Bids.

5. Opening of Bids:

a) The Technical Bids of all the bidders will be opened by e-tender evaluation committee on pre-scheduled date, time and venue. No price details shall be given in this bid. Violation to this would result in invalidation of tender. In the event of the specific opening day being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day

b) The Financial Bids of only successful Technical Bidders will be opened later on pre-scheduled date, time and venue.

6. Payment:

The payment charges would be made on monthly basis on actual reading of pages photocopied on machines and on production of satisfactory reports from the concerned users on submission of bills.

7. Liquidated damages:

- a) The service provider shall provide standby photocopying machine in case of machine provided fails to get repaired within 24 hrs without adequate reasons, then liquidated damages of Rs. 100/- per day per machine shall be imposed on the service provider and the amount shall be deducted from the AMC amount due to the service provider.
- b) The contract can be terminated summarily by this office at any time without assigning any reasons by giving a notice period of 30 days at any time during the period of contract. No claim for any compensation shall however be entertained due to such termination prior to the expiry of stipulated period of contract.

8. Once accepted, the rates will not be altered during the contract period. The contract may be extended beyond contract period by mutual understanding for further period at same terms & conditions.

9. In case of any dispute the decision of Pr. Commissioner/Commissioner (P) shall be final & binding on both, the purchaser & the vendor.

ANNEXURE-III

Technical Bid Form

(To the Tender Notice for a period of one year for hiring of two Xerox (Photocopying) Machines F.No. SD/INT/Admn-III/20/2019-20 R&I dtd.07.08.2019)

Sr. No.	Name of Documents	Yes/No	Page Nos.	Reason (If any)
1.	Documents related to the 2 years' work experience.			
2.	Copy of IT return of last three financial years.			
3.	Details of annual turnover etc.			
4.	Proof of present office address in Mumbai			
5.	GST Registration/VAT Registratoin/Service Tax registration certificate			
6.	Copy of PAN card			
7.	Shop and Establishment certificate			
8.	Declaration of not having been black-listed			

The bidder should submit all the documents in support of Eligibility Criteria of Technical Bid duly certified by Chartered Accountant to be enclosed with Performa of annexure (Technical bid form).

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my /our knowledge. I/ We understand that if any deviation is found in above statement at any stage, I/We shall be blacklisted and will not have any dealing with department in future.

I hereby confirm that I am authorized to sign the Tender Documents.

Date:

Sign:

Place:

Name:

Designation:

CO. Name & Seal:

ANNEXURE-IV

Financial Bid Form

(To the Tender Notice for a period of one year for hiring of two Xerox (Photocopying) Machine_ F.No. SD/INT/Admn-III/20/2019-20 R&I dtd.07.08.2019)

Sr.No.	Particulars (scope of work)	Amount (Per page)	Taxes	Total Amount per page (inclusive of all taxes)
1	Hiring of two Xerox (Photocopying) machines should not be older than one year for the purposes of photocopy of official documents at R&I 11 th floor, Annexe building of New Custom House, Ballard Estate, Mumbai-400001.			

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my /our knowledge. I/ We understand that if any deviation is found in above statement at any stage, I/We shall be blacklisted and will not have any dealing with department in future.

I hereby confirm that I am authorized to sign the Tender Documents.

Date:

Sign:

Place:

Name:

Designation:

CO. Name & Seal:

ANNEXURE-II

From,

To,
The Dy. Commissioner of Customs (P),
11th floor, R&I Division,
New Custom House,
Mumbai-400001

Sub:- E-Tender for hiring of two Xerox (Photocopying) Machines for a period of one year in R&I, 11th floor, New Custom House, Ballard Estate, Mumbai-400001 – Reg.

Ref: 1). Your tender Notice No.

Dated:

2) EMD DD No. Dated for Rs.5,000/-

I/We have read the contents of the term and conditions mentioned in your tender schedule and its enclosure and agree to abide by the same.

I/We quote the rate inclusive of all taxes, levies etc. in complete.

Yours faithfully

(Signature and stamp of the tenderer,
State legal status, Whether Prop., Partner,
Registered firm, Company etc.)