

**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE/DEPARTMENT OF REVENUE  
CENTRAL BOARD OF EXCISE & CUSTOMS, MUMBAI CUSTOMS PREVENTIVE  
COMMISSIONERATE.**

**OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE),  
RUMMAGING & INTELLIGENCE, 11<sup>TH</sup> FLOOR, ANNEXE BUILDING,  
NEW CUSTOM HOUSE, BALLARD ESTATE,  
MUMBAI-400001.**

**Tel. No. 22623781/22614608 Fax No. 22691769**

F.No.SD/INT/ADMN-III/152/2012 R&I

Date: 04.06.2018

**LIMITED TENDER NOTICE FOR HIRING OF TWO XEROX (PHOTOCOPYING) MACHINE IN R&I, 11<sup>TH</sup> FLOOR, NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400 001 FROM 02.07.2018 TO 30.06.2019.** The bids are invited in a two bid system (Technical and Financial) from eligible and experienced/reputed firms.

Sealed quotations are invited from reputed parties /firms for hiring of two Xerox (Photocopying) machine in R&I, 11<sup>th</sup> floor, New Custom House, Ballard Estate, Mumbai-400 001 for a period of 02.07.2018 TO 30.06.2019.

1. Interested firms may send their quotations in sealed covers, so as to reach this office latest by 11.00 A.M of 26.06.2018 . The envelopes should be super scribed as "QUOTATION FOR HIRING OF XEROX MACHINE FOR THE YEAR 2018-2019" and addressed to the Assistant Commissioner of Customs (Admn), R&I, 11<sup>th</sup> Floor, Annexe Building, New Custom House, Ballard Estate, Mumbai – 400001. The tender will be opened at 4.00 P.M on 26.06.2018 in conference Hall.

2. Tender notice can also be accessed on Departmental website [cbec.gov.in](http://cbec.gov.in) and [mumbaicustomszone1.gov.in](http://mumbaicustomszone1.gov.in).

3. Earnest Money Deposit (EMD) of Rs. 2,000/- should be submitted by bidder in the form of Demand Draft/Bankers Cheque, drawn on any Nationalized Bank or a scheduled Commercial Bank in India, in favour of Commissioner of Customs (Preventive) payable at Mumbai. Both the bids (Technical & Financial Bids) must reach the address at: R&I Division, Administration III, 11<sup>th</sup> floor, Annex Building, New Customs House, Ballard Estate, Mumbai-400001 by 11.00 A.M of 26.06.2018.

4. Tenders received after the due date will not be entertained and also the Department reserves right to accept or reject the quotation without assigning any reason thereof.

5. **Terms & Conditions** of the contract are as under:

- i. The successful firm will be required to provide the machine from the date of acceptance of tender.
- 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 01 year of similar work in Central Govt. Departments, State Govt., Public Sector Undertakings in the two financial years i.e. 2016-17 and 2017-18
- iv. The service provider shall make arrangement to depute one technician every week for weekly maintenance of both the machines.
- v. The service provider shall provide all the spare parts & consumables (toner, drum etc.) required for maintaining the equipment.
- vi. The service provider shall provide standby machine in case the machine provided fails to get repaired within 24 hrs.
- vii. The service provider shall provide two xerox (photocopying) machines at R&I Admn., 11<sup>th</sup> Floor, New Custom House Ballard Estate, Mumbai.
- viii. The rates should be quoted separately per copy against each machine.
- ix. This office will be free to award a particular work to any of the firms at the lowest rates. The decision of the competent authority will be final and binding.
- x. The quoted price shall be inclusive of all the expenses on account of GST and/or any other applicable tax including transportation, handling insurance etc as applicable.
- xi. The payment charges would be made on monthly basis on actual reading on machines and on production of satisfactory reports from the concerned users on submission of bills.
- xii. Once accepted, the rates will not be altered during the contract period.

- xiii. This office reserves the right to accept or reject any of all the quotations without assigning any reasons whatsoever.
- xiv. The contract can be terminated summarily by this office at any time without assigning any reasons by giving a notice period of 15 days at any time during the period of contract. No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of contract.
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- xv. Failure to provide services as aforesaid and or to provide standby photocopying machine in case of machine provided fails to get repaired within 24 hrs without adequate reasons, then penalty @ Rs. 100/- per day per machine shall be imposed on the service provider and the penalty amount shall be deducted from the AMC amount due to the service provider.

Sd/-

**( S B Agarwal )**

ASSTT. COMMISSIONER OF CUSTOMS  
ADMINISTRATION- III, R&I Division

Copy to :-

- 1) Notice Board, 11<sup>th</sup> floor, R&I Division, Annex Bldg, NCH, Mumbai
- 2) EDI Centre, New Customs House, Mumbai for uploading on departmental website.
- 3) Telex section.
- 4) All concerned.