



भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विल्लिंग्टन आईलैंड, कोच्चिन
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Sevottam Compliant



An IS 15700 certified Custom House

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F.No. EDP/04/2019 Cus

Date : 05.04.2019

TENDER NOTICE

Sealed Quotation is hereby invited in two bids - Technical and Financial Bid from the reputed firm(s) for the "Annual Maintenance Contract (AMC) of Computers, Printers & Peripherals" installed at various sections/Departments of the Cochin Custom House. Rate of specified work should have to be clearly mentioned. All quotations should reach to the Assistant Commissioner (EDI), Office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin, 682009 by 1700 hrs on 26/04/2019. It may be pertinent to mention here that firms that have at least 3(three) years of working experience of this or same kind of job in Govt. Offices/PSUs will be given preference. The proof of experience may be attached while submitting quotation for this Tender Notice.

The maintenance services are to be provided at the following locations:

1. Cochin Custom House, Willingdon Island
2. Customs offices at
 - A) Cochin International Airport, Nedumbassery
 - B) Cochin Air Cargo Complex, Nedumbassery
 - C) Postal Appraising Department, Ernakulam

Sl. No.	Nature of work	Number of PCs alongwith Peripherals/Printer
1.	AMC for maintenance of Computers, Printers and Peripherals	165 Desktops, 17 Laptops, 110 Printers, 7 Scanners

This contract will be valid from the date of Execution of the Contract till 30.04.2020. The AMC can be extended further for a period up to one year by the Department on same rates, terms and conditions if the selected party is found satisfactory.

TERMS & CONDITIONS

- 1) All the quotations should be marked on the envelope "Quotation for AMC for Maintenance of Computers and Printers of Office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin, 682009. The authority reserves the right to cancel the Tender Notice at any time without assigning any reason thereof.
- 2) The Firms should have valid Trade license No. and PAN No. & GST No. and should submit the self attested copies of the same along with their quotations. Quotations without these documents will be rejected summarily without intimation.
- 3) Experience of Servicing in a Government Offices/ PSUs with the minimum experience as given above is an essential criteria. The proof of experience may be attached while submitting quotation for this Tender Notice.
- 4) Undertaking for quality assurance must be given. The vendor will post one or two service engineer as necessary [carrying identity card issued by the vendor] during the office working hours in the office on all working days to attend any complaint about not working of computers, printers and other peripherals. In case of absence of the deployed service engineer his substitute shall be posted by the vendor.
- 5) This Office reserve the right to cancel/disregard/ignore any offer without showing any reasons.
- 6) The quotation should be made in sealed envelope which should reach this office on or before 26/04/2019 by 1700 hrs.
- 7) Any quotations received after the closing date will not be entertained.
- 8) The price/rate quoted (per unit) shall be inclusive of all taxes of any government/local authority etc. as applicable to government department. No payment over and above the price/rate quoted shall be done by the department in respect of any such levies brought to the notice at a later date.
- 9) If the tenders are sent by post/courier, it should be ensured that cover should be sealed in such a way so that it remains intact at the time of reaching destination without any damage or loss. This office shall not be responsible for delay/damage on account of postal/courier delay.

10) The rate/quotation price submitted by the bidder should be final and effective till 30 April, 2020. The claim of escalation/de-escalation of price will not be accepted during the above period.

11) No deviation in the technical specification will be accepted. Any violation thereof may lead to rejection of bid.

12) The payments shall be made on a monthly basis.

13) All payments shall be subject to deduction of TDS, if applicable and any other taxes.

14) Tender for Technical Bids and Financial Bids should be submitted separately in sealed envelope and marked as "Technical Bid for Annual Maintenance of Computers, Printers and other peripherals" which again have to put in a large envelope and addressed to the Assistant Commissioner (EDI), Office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin, 682009, marked "~~Technical~~ Bid for Annual Maintenance of Computers, Printers and other peripherals"

15) Sealed tender that is incomplete and not addressed to proper authority shall be rejected. The received Bids shall be opened on 29/04/2019 at 11.00 hrs in this office. The financial bids shall be opened only when all the terms and conditions of technical bid is fulfilled.

16) For any clarification or enquiry before submitting the bid, please contact Shri Anand Kumar, Superintendent of Customs (EDI) at 9895774509.

17) Hindi version follows.


(Sabu Sebastian)

Asst. Commissioner of Customs (EDI)

Copy to:

1. Notice Board.
2. Custom House website.
3. Webmaster (CBIC website)