



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER (APPEALS)  
CGST, CENTRAL EXCISE AND CUSTOMS  
3rd FLOOR, GST BHAWAN, KEDAR ROAD,  
MACHKHOWA, GUWAHATI-781001  
e-mail: cex-appeals-ghy@nic.in



TENDER NOTICE INVITING QUOTATIONS FOR DESKTOP COMPUTERS & PERIPHERALS

Sealed tender is invited from the vendors for the supply of Desktop Computers and other IT items for the Office of the Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan, Kedar Road, Guwahati-1.

2. The sealed Tender should be addressed to the Joint Commissioner, o/o The Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan (Room No. 312), Kedar Road, Guwahati-781001. The general terms and conditions can be obtained from the Administrative Officer, o/o The Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan (Room No. 330), Kedar Road, Guwahati-781001 or can be downloaded from the official websites [www.cbic.gov.in](http://www.cbic.gov.in) and [www.centralexciseguwahati.gov.in](http://www.centralexciseguwahati.gov.in).

3. The tenders have to be submitted as per Terms and Conditions at Annexure-'A'. Format of Technical Bid is to be submitted as per Annexure-'B'. Format for Financial Bid is to be submitted as per the format at Annexure-'C'.

4. The sealed tenders containing 'Technical Bid' and 'Financial Bid', complete in all respect should reach this office by **29<sup>th</sup> November 2019 upto 1500 hours**. The bids will be opened by the designated purchase committee at **1200 hours on 2<sup>nd</sup> December 2019** in the presence of all such bidders or their representatives who wish to be present.

5. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid.

6. The office of the Commissioner (Appeals), CGST, Central Excise & Customs, Guwahati reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/incomplete/belated will not be entertained.

Sd/-

( SANJEET KUMAR )

Assistant Commissioner

C.NO. II(39)08/Commr.(A)/GHY/Misc-items/17/

3160

Date:- 20/11/19

Copy to:-

1. The Joint Commissioner, CGST Commissionerate, Guwahati. He is requested to upload the Tender Notice on the official website of Guwahati CGST Commissionerate [www.centralexciseguwahati.gov.in](http://www.centralexciseguwahati.gov.in).
2. Notice Board, Guwahati CGST/ Guwahati CGST (Audit) / Guwahati CGST (Appeals), GST Bhawan, Kedar Road, Muchkhowa, Guwahati-781001.
3. The Webmaster of CBIC ([webmaster.cbic@icegate.gov.in](mailto:webmaster.cbic@icegate.gov.in)) with a request to upload in the official website of CBIC [www.cbic.gov.in](http://www.cbic.gov.in).

Sd/-  
19/11/2019

( SANJEET KUMAR )

Assistant Commissioner

### Annexure- 'A' [Terms and Conditions]

- 1) The bid is to be submitted in sealed envelopes clearly super scribing "Bid for supply of Desktop Computers & Peripherals". The name of the agency/firm must be mentioned on the envelope.
- 2) Tender shall be submitted under Two Bid System viz., Technical Bid and Financial Bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
- 3) If any vendor does not qualify in technical evaluation, the financial proposal of the said vendor shall not be opened.
- 4) The price should not be mentioned in the Technical Bid in any form or manner. In case the prices are mentioned in the Technical Bid, the officer will be liable for rejection.
- 5) The Financial Bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes. The lowest evaluated valid quotation will be selected.
- 6) The successful vendor shall supply the prescribed items within 30 (thirty) days from the date of issue of supply letter.
- 7) The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
- 8) The make / brand of the quoted items must be mentioned.
- 9) The tender documents in the prescribed form duly signed and stamped, in a sealed cover, may be submitted to the Administrative Officer, o/o The Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan (Room No. 330), Kedar Road, Guwahati-781001. The tender may also be sent by Registered Post to be delivered within the stipulated time.
- 10) The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Otherwise the bids will be opened in their absence and no claim will be entertained in future.
- 11) The offer/bid received incomplete and/or received after the due date shall be summarily rejected.
- 12) The bidder should have GST registration number.
- 13) Rates to be quoted both in figures & words. Rates once accepted will be treated as final & no alteration or modification of rate will be entertained for any reasons whatsoever.
- 14) No advance payment will be made. All taxes will be deducted from the bill amount as per Govt. norms.
- 15) All the pages of the bids being submitted should be serially numbered and signed by the authorized person and his full name, designation, contact no. should be indicated below his/her signature and proof of identity should be submitted along with the bid.
- 16) Delay in work will be considered as no supply and no price could be claimed in that respect.
- 17) The quotation submitted by Fax/email will not be considered. No correspondence will be entertained in this matter.

Annexure- 'B' [Technical Bid format]

1. Name of the firm/contractor:
2. Full Address:
3. Type of firm (Proprietorship/Partnership, etc.):
4. Contact details:
  - a) Contact person
  - b) Telephone No.
  - c) Mobile No.
  - d) Email ID
5. PAN (copy to be attached)
6. GST Registration No.:
7. Certified copy of the turnover of the firms / CA certificate of the firm for the last three financial years.

*Dated signature and seal of the bidder*

**DECLARATION**

1. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and the office of the Commissioner (Appeals), GHST Bhawan, Guwahati on the basis of the information given by me/us can be treated as invalid by the Commissioner(A)'s office and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of the Commissioner(A)'s office in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above is correct to the best of my/our knowledge and belief.
4. I/We agree that I/we have no objection if enquiries are made about the work listed by me/us hereinabove and/or in the accompanying sheets.

Place:

Date:

Signature  
Name & Designation  
Seal of the company

The Technical Bid should contain the following documents which must be attached with the Technical Bid:

1. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
2. Audited Balance Sheet and Profit and Loss Account or CA Certificate for last three financial years should be submitted.
3. The vendor shall be Original Equipment Manufacturer (OEM) of Desktop Computers and peripherals or the Authorised System Integrator/Partners/Dealer of OEM. In case the vendor is offering Desktop computers from more than one OEM, he shall be authorized System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
4. The vendor should have a fully functional service/support centre in Guwahati.
5. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration.
6. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government/PSU. (Self attested certificate to be submitted.)



# Annexure-‘C’ [Financial Bid Format]

S. No.	Item	Specification/ Configuration	Quantity	Rate (per unit)
1.	Desktop Computer with onsite warranty for 3 years	<b>Processor:</b> Intel Core i5 7 <sup>th</sup> Gen <b>RAM:</b> 4 GB minimum <b>HDD:</b> 500 GB Integrated Graphics Card DVD/CD ROM drive USB port 6+ (out of which at least two are USB 3.0) HDMI port 1 VGA Network Gigabit Ethernet and WiFi Integrated Audio Controller Audio port (Front: 1 Mic, 1 Speaker and Rear: 1 Line in, 1 Line out) Monitor 18" or more USB Keyboard USB Optical Mouse Small Form Factor (SFF) casing <b>OS:</b> Windows 10 Pro <b>Software:</b> MS Office Basic <b>Anti-virus:</b> Reputed one for 3 yrs	01 (one) set	
2.	UPS	Online 600 VA	04 (four) Nos.	
3.	Printer	<b>Printing technology:</b> B/W Laser <b>Paper size:</b> A4 <b>Print resolution:</b> 2400 X 600 dpi	04 (four) Nos.	
4.	Scanner	<b>Type:</b> Color, Flatbed, Mirror moving <b>Optical resolution:</b> 800 X 1600 dpi <b>Max Scanning area:</b> 304.8 X 431.8 mm	01 (one) No.	
5.	Pen drive	32 GB	10 (ten) Nos.	
6.	Keyboard	With good ergonomic design and with Num Pad	01 (one) No.	
7.	Adaptor	AC WiFi adaptor USB dongle	02 (two) Nos.	
8.	Mouse pad	PVC Optical Mouse Pad	10 (ten) Nos.	
9.	Printer cartridge	HP-12AC Black Toner	03 (three) Nos.	
		HP-88A Black Toner	02 (two) Nos.	
		Canon 925 Toner cartridge (Black)	04 (four) Nos.	
		Canon 303A Ink cartridge	02 (two) Nos.	

**Financial Terms and Conditions:**

1. The vendor must provide the Commercial Proposal strictly in hardcopies.
2. The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
3. Rates mentioned above are inclusive of all taxes, F.O.R. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
4. The Office of the Commissioner (Appeals), CGST, Central Excise & Customs, Guwahati reserves the right to alter the quantity of the computers and peripherals.

Authorised Signatory  
Seal & Sign