TENDER NOTICE-07/2018

SUB:- QUOTATIONS UNDER COMPLETE SERVICE AGREEMENT (CSA) OF PHOTOCOPIER MACHINES INCLUDING SUPPLY OF ALL SPARES PARTS, CONSUBLES I.E. TONNER, DRUM, BLADE, HEAT ROLL, PRESSURE ROLL ETC.

DATE OF ISSUE : 20.08.2018
LAST DATE OF SUBMISSION : 24.08.2018
DATE OF OPENING : 27.08.2018, 11:30AM

1. Sealed tenders are invited from reputed experienced, financially sound and authorized Firms/Agencies/Companies for carrying out the repair and maintenance of 16 Photocopyer Machines (14 machines are Sharp MFD & 02 are of Cannon) and supply of all spares i.e. tonner, drum, blade, heat roll, pressure roll etc. installed in Office of the Commissioner of Customs, Air Cargo Export, New Custom House, New Delhi-37 on the terms and conditions mentioned in Annexure A, for a period of one year from the date of award of contract or until the finalization of next contract.

2. The quotation letter should be addressed to the Assistant Commissioner of Custom, Air Cargo Export (Administration), Room No. 248, Air Cargo Export, New Custom House, New Delhi and should reach at the earliest, but not later than 1600 hrs pm 24.08.2018. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.

3. The quotations will be opened on 27.08.2018 at 11:30 hrs in the presence of the tender opening committee and in the presence of the bidders or their authorize representatives, if any, who wish to participate in the process in the Room No. 248, Air Cargo Export, New Custom House, New Delhi.

4. The Head of the Department reserves the right to cancel the quotations at any time without assigning any reasons, therefore. Any inquiry after submission of the quotation will not be entertained.

This issues with the approval of the competent authority.

Encl. Annexure-A

Copy to :-
1. Notice Board
2. Superintendent, EDI for putting this tender on department’s website.

Assistant Commissioner(Admn.)
5. The period of the contract shall be effective from the date it would be awarded and formalities complete and shall normally remain in force for a period of one year or until the finalization of next tender, whichever is earlier. The contract can be extended solely at the discretion of the Office of the Commissioner, Air Cargo Export, New Custom House, New Delhi.

6. The firm should submit the following documents:
   a) Proof of Registration with the Delhi Sales Tax/Delhi Value Added Tax (DVAT)/ GST Act 2004 and its no dues certificate.
   b) Proof of Service Tax Registration and it’s no dues certificate
   c) The firm should submit the copies of PAN Number.
   d) Proof of Income Tax Assessment/Return for the Last Two Years.
   e) Details of any working experience with any department of CBEC if any.
   f) Authorization letter issued from Sharp.

7. The successful bidder will be required to do the work at approved rates during the year and as such extended period as may be mutually agreed upon if considered necessary.

8. It will be the responsibility of the contractor to depute a good skilled engineer/mechanic for doing day-to-day repairing and maintenance job.

9. Contract will be awarded on merit basis and overall examination of quotations of the firm. Overwriting/Correction or incomplete (blank) quoting or rate would result in rejection of quotation and shall be not considered under any circumstances.

10. At any state if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice.

11. No advance payment will be made. The approved contractor should submit the bill in triplicate. Government tax, namely, Sales Tax/Vat will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number/PAN number.

12. The sealed envelope containing the quotation should be super-scribed “Quotation for Annual Contract for repair and maintenance of Photocopier Machines.

13. In case of any dispute, the decision of the head of the Department shall be final.