



आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
वस्तु व सेवाकर, लेखापरिक्षा आयुक्तालय, वड़ोदरा
CGST, AUDIT COMMISSIONERATE VADODARA,
2nd floor, New Central Excise Building, Old Arkee Garba
Ground
सुभानपुरा, वड़ोदरा - ३९००२३
Subhanpura, Vadodara - 390023
टेलीफोन / Telephone : 0265-2388114 फैक्स / Fax: 0265-2388243



F.No I/10-5/Audit-I/Admin/15-16/Pt-I

Date:- 16.10.2020

To,


The Superintendent (Systems)
O/o the Commissioner, Subhanpura,
CGST Vadodara-II,

Sub: Request for uploading copy of tender for Annual Maintenance Contract of Computers
Printers and Peripherals in the O/o the Commissioner CGST Audit Vadodra : m/reg

Please find enclosed here with a copy of the subject matter.



It this context it is to inform that till date this office has no official website. Therefore it is
requested to upload the copy of the tender on your official website.

Please acknowledge the receipt.


16/10/2020

(Ajit Mehto)
Superintendent, Systems
CGST, Audit Vadodara

Received
JLB
16/10/20

	<p style="text-align: center;">OFFICE OF THE COMMISSIONER CGST, AUDIT COMMISSIONERATE VADODARA, 2nd floor GST Bhawan Subhanpura, Vadodara - 390023 टेलीफोन / Telephone : 0265-2388114 फैक्स / Fax: 0265-2385666</p>	
---	--	---

F.No I/10-05/Audit-I/Adm/15-16/Pt-I

Date 16.10.2020

**NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT OF
COMPUTERS, PRINTERS AND PERIPHERALS IN THE OFFICE OF THE
COMMISSIONER, CGST, AUDIT VADODARA, VADODARA**

Office of the Commissioner, CGST, Audit Vadodara, 2nd floor, CGST Bhawan, Subhanpura, Vadodara invites sealed tenders for Annual Maintenance Contract of 89 Computers, 66 Printers, 7 scanners and Peripherals, Network switches and server which are installed at Vadodara, Anand, Nadiad and Bharuch offices.

There is following terms and conditions for submission of the quotation:-

- 1) The quotations may be sent by post or delivered at our office.
- 2) Interested suppliers are requested to submit their quotation/tender in two parts in two in two separate sealed covers, one containing "Technical Bid" and the other containing "Financial Bid". Both theses bids should be kept together in another sealed cover super scribed as **"QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF COMPUTERS PRINTERS AND PERIPHERALS"** The format of the Technical Bid and Financial Bid is enclosed as **Annexure-A** and **Annexure-B**.
- 3) The quotations in sealed covers should be sent to the Assistant Commissioner, CGST Audit Vadodara, Room No 216, 2nd floor, GST Bhawan, Subhanpura, Vadodara-390023.
- 4) **The last date and time of the tender is 27.10.2020, 4 pm** bids received after the due date shall not be entertained. Sealed tenders will be opened on **28.10.2020 at 1200 hrs.**
- 5) The tender/Quotations which are received incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of tenders/quotations may represent themselves or authorize their representatives with an authority letter. If the awardees of the tender cannot fulfil the terms and conditions of the tender to the satisfaction of this office on the day of appointment then the tender will be awarded to the next lower bidder who has fulfilled the conditions of the technical bid. This office reserves the right to accept or reject any or all tenders without assigning any reason.

- 6) The tenderer should be duly registered with the concerned state/Central authorities and should be well established to provide annual maintenance contract of computers, printers, UPS to the Central Government. Such service providers should also submit details of the other such government organizations to which they have extended similar service in the recent past as well as the present.
- 7) The firm should have been in business of maintenance of computers and peripherals for a period of not less than 2 years.
- 8) The firm intending to submit the tender should be reputed organization in the field of hardware and software maintenance.
- 9) The AMC will be for a period of one year.**
- 10)* The vendor will provide the area service engineer who will attend to service calls within 1 hour after lodging a complaint. If found incompetent by this office, the Engineer shall be changed by the firm immediately.
- 11) The AMC shall exclude the spare parts fitted for maintenance of the equipment. The AMC holder will be maintain LAN & Remote Locality Service. Installation of Anti virus software etc will be done by the AMC holder.
- 12) Apart from the hardware/Software failure of various types, the calls will also require servicing of non-functional printers in Networked environment.
- 13) The agency/firm should have good financial viability and can cushion credit up to three months.
- 14) The agency/firm should have sufficient numbers of Technician and computers engineers with them. In case of non-availability of engineer at any time, the firm shall provide with substitute engineers as the case may be list of engineer/support staff has to be provided along with their qualification.
- 15) A general undertaking shall be given that all the terms and conditions of the bid documents are acceptable.
- 16) The rates quoted in the contract will remain in force for the full period of the contract and no demand for revision of rate on any account shall be entertained during the contract period.
- 17) The contract can be terminated by this office at any time without giving any notice or without assigning any reason. If the work of the contractor is found unsatisfactory during the period of this contract, decision of the competent authority of this office shall be final and binding on the firm.
- 18) This tender is not transferable and under no circumstance shall be successful bidder be allowed to sub contract to any person/party.

- 19) No advance payment would be made in any case. However, payment will be made on quarterly basis.
- 20) In case of non-satisfactory service provided by the firm, the contract shall be cancelled without giving prior notice or penalty upto deduction of 20% of service fee shall be levied.
- 21) TDS will be deducted as per rules.
- 22) Any matter during the period of this agreement which has not been specifically covered shall be decided by this office and this office decision shall be final and conclusive.
- 23) In case of any dispute of any kind and in any respect whatsoever, the decision of this office shall be final and binding.
- 24) The bidder should clearly indicate the amount (INR) in figures as well as in words along-with all taxes, if any.
- 25) The department is not liable to pay any other charges in addition to the above.


(S. B. Akashi) 16/11/2020

Additional Commissioner
CGST Audit Vadodara

Copy to :-

1. Notice Board.
- ✓ 2. The Superintendent (Systems), CGST & Central Excise, Audit Commissionerate, Vadodara-II to upload the above tender on their website.

Technical Bid

- 1) Name , Address and Telephone number of Tenderer:-
- 2) Name and Address of the Proprietor/Partner/Director of the firm:-
- 3) Registered Address, telephone No & Fax No.
- 4) Other Address of any branch with their tel no.
- 5) Whether firm is registered under GST , provide GST no.
- 6) PAN :-
- 7) Total Engineers working under the firm.
- 8) Names of the Public sector/ Govt Org whom similar services have been provided by the firm (Please provide relevant documents).
- 9) Name of the website, email id if available.
- 10) Please attach EMD in form of DD addressed to the Pay And Account Officer, Vadodara amounting Rs 20,000/-.

“ I have read the terms & Conditions of the tender notice and agree to abide by them”

Signature
Name of the Authorized Signatory
Seal/Stamp
Date

Financial Bid

ANNEXURE B

- 1) Name , Address and Telephone number of Tenderer:-
- 2) Name and Address of the Proprietor/Partner/Director:-
- 3) GST No.
- 4) Rate quoted for AMC for one year:-

"I have read the terms & Conditions of the tender notice and agree to abide by them"

Signature
Name of the Authorized Signatory
Seal/Stamp
Date