

**NATIONAL ACADEMY OF CUSTOMS, EXCISE AND NARCOTICS  
WESTERN REGION: POST OFFICE LANE, BHANDUP (EAST), MUMBAI-400042.**

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**F.No. – IX-Adm(4)39/2011/NACEN/WR**

**Date: 09/03/2017**

**TENDER NOTICE**

**Sub: - Inviting Tender for Supply of Desktop Computers and printers.**

Sealed quotations are invited from the reputed firms/vendors for supply of **9 (Nine) nos.** of Desktop Computer Sets of reputed brands like HP, Dell and Lenovo etc. (including Mouse, Key Board, other Peripherals with the configuration of Intel Core i5, 4GB RAM, 1 TB Hard Disk Drive, DVD RW and 20'' LED Monitor, preloaded with Windows 10 OS original, Quick heal Total Security antivirus- 3 years, etc.) and **5 (five) nos.** of HP printers of 1008/1020 (B/W) model for NACEN, Mumbai.

**General Terms & conditions for Tender Quoted:-**

1. Your quotation in a sealed envelope should be addressed to the **“Principal ADG, NACEN, Post Office Lane, Bhandup(E),Mumbai-400042”** and must be submitted **on or before 22<sup>nd</sup> March, 2017 by 18.00 hrs.**
2. The Firm/Party/Supplier should be an **authorized dealer** of the respective brand. The Supplier should have supplied similar goods to at least one Central Government Department / Public Sector Unit (PSU), during past. This condition may be relaxed in case sufficient vendors do not qualify.
3. The bid should be submitted as per two bid system i.e. Technical Bid and Financial Bid separately in two different sealed envelopes. These envelopes should be super scribed **“TECHNICAL BID”** and **“FINANCIAL BID”**. Both the envelopes should be put inside another bigger sealed

envelope which should be super scribed "**TENDER FOR SUPPLY OF DESKTOP COMPUTERS and Printers**".

4. Financial bids of only those agency / firms would be opened, whose technical bid qualifies for the tender.
5. The format of the Technical bid and the Financial bid are enclosed as Annexure – A and Annexure – B respectively.
6. Your bid/quotation must reach the undersigned on or before the said due date otherwise it will be liable for rejection. Tender received after the due date and time, for any reason whatsoever, including postal delays, will not be considered.
7. The price quoted should be inclusive of all taxes, delivery & installation charges.
8. Any overwriting or erasing in the figures shall not be considered for acceptance of the rate offered by the tenderer/bidder.
9. Each page of the tender document/quotation should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
10. The supplier will be responsible for installation, operation and maintenance during the Warranty period.

(a) Attending to Breakdown during Warranty Service: The warranty service by the Vendor shall include break-down maintenance of all computer hardware items supplied and all the breakdown calls shall be attended within 24 hours after the complaint is made.

(b) Where the parts/components have failed due to any reason, then replacement of those parts/components including monitor, SMPS, motherboard, processor, hard disk drive, wires, circuit boards, mouse & keyboard, etc. shall be provided free of cost without altering the configuration / brand of the component by the supplier/vendor within 3 working days.

(c) At the time of installation, all the free/open source software like WinZip/RAR, Adobe Acrobat PDF, etc., should be installed.

11. The bids will be opened at NACEN, Mumbai in the presence of the Tender Evaluator Committee, NACEN, Mumbai **on 23.03.2017** and the lowest bidder/supplier shall be chosen based on the figures quoted.

12. The Principal ADG, NACEN, Mumbai reserves the right to accept or reject any / all of the quotations without assigning any reasons whatsoever.

13. Delivery should be within 7 days of issue of Purchase Order.

14. Payment Terms: As per payment procedure of this office on presenting the bills/invoices after supplying the items.

**15.** The decision of the office of the Principal ADG, NACEN, Mumbai in the allotment of tender shall be final binding; no queries or correspondence in this matter shall be entertained, whatsoever.

**Assistant Director  
NACEN, Mumbai**

Enclosures: Technical and Financial Bid Formats

**ANNEXURE A**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**  
**CHECKLIST**

Sr. no.		Details
1.	Name of company	
2.	Address company	
3.	Tel no., fax no. and E mail address	
4.	Status of ownership proprietary/ partnership/ Company	
5.	Sales Tax/ VAT certificate no.	
6.	Is company an authorized Dealer/ manufacturer?	
7.	List of present clients along with proof of supply orders / Services and contact no. of the clients	Name of the Client / Contact No / Contact Person
8.	PAN no. of company	
9.	Whether Company has given undertaking that they are having team of engineers to look after warranty /repairs of PCs/Printers?	
10	Whether Company agrees and accepts terms and conditions of the Tender?	

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

I/ We convey our unconditional acceptance to the terms and condition as mentioned in the tender document.

**Signature of Authorized Signatory with  
date**

**ANNEXURE B**  
**FINANCIAL BID**

<b>Computer with Specification</b>	<b>Unit Price</b>	<b>Qty</b>	<b>Total Amount</b>
	<b>Rs (Inclusive of</b>		<b>Rs.</b>
	<b>all Taxes)</b>		
Name /Brand/Model of the Computer along with the Configuration			
Installation charges ,if any			
Other Charges ,if any			
<b>TOTAL:</b>			
<b>Printer with Specification</b>	<b>Unit Price</b>	<b>Qty</b>	<b>Total Amount</b>
	<b>Rs (Inclusive of</b>		<b>Rs.</b>
	<b>all Taxes)</b>		
Name /Brand/Model of the Printer along			
Installation charges ,if any			
Other Charges ,if any			
<b>TOTAL:</b>			

Note: Please specify brand and model above, any additional features available can be included.

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized  
Signatory with date