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Ministry of Finance
Department of Revenue



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OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (COMMISSIONERATE-I)
ANNA INTERNATIONAL AIRPORT, TIRISULAM, CHENNAI – 600 027
www.aircustomschennai.gov.in

F.No.S.Misc. 67/2015-Airport Admin

Dated : 09.02.2017

NOTICE INVITING TENDER FOR SUPPLY OF HP CORE i3 DESKTOP COMPUTERS AND HP LASER JET PRINTERS FOR THE OFFICES IN COMMISSIONERATE-I OF CHENNAI CUSTOMS, TIRISULAM, CHENNAI-27

The Office of the Principal Commissioner of Customs (Commissionerate-I), Anna International Airport, Chennai-27 invites sealed Tenders from reputed firms / vendors, authorised by M/s. Hewlett Packard, for supply of Desktop Computers and Laser Jet Printers of the following configuration to the various Offices situated in the Organisation of the Principal Commissioner of Customs (Commissionerate-I) at Anna International Airport, Tirisulam, Chennai-27 and at New Custom House, Meenambakkam, Chennai-27:-

| S.No. | Details of the Required Items | Quantity (in Nos.) |
|-------|---|--------------------|
| 1. | HP 6 th Generation Desktop Computers of Configuration - Core i3 with LAN, 4 GB RAM, 1 TB HDD, 18.5 LED Monitor, DVD Writer, Mouse, Keyboard With Windows-10 Operating System and 3 Years Onsite Warranty | 3 |
| 2. | HP 6 th Generation All-in-One Computers of Configuration - Core i3 with LAN, 4 GB RAM, 1 TB HDD, 18.5 LED Monitor, DVD Writer, Mouse, Keyboard With Windows-10 Operating System and 3 Years Onsite Warranty | 3 |
| 2. | HP Laser Jet Printers of Model P-1108 | 2 |

2. **Name of Work** : Supply of HP Desktop Computers and HP Laser Jet Printers with the aforesaid configuration and installation at the various Offices of the Principal Commissioner of Customs (Commissionerate-I), Anna International Airport / New Custom House, Tirisulam / Meenambakkam, Chennai-27 with comprehensive onsite warranty of Three Years from the date of installation of the equipments.

3. **TENDER PROCESS**:

3.1 The tender is invited in two parts viz. (a) Qualifying Bid and (b) Financial Bid. In this tender document, the proforma for Qualifying Bid and Financial Bid of the tender are furnished in Annexure-I and Annexure-II respectively. The Tender Document will be available with the Superintendent of Customs (Airport Admin), O/o The Principal Commissioner of Customs (Commissionerate-I), Anna International Airport, Chennai-27 **from 10.02.2017 to 06.03.2017 between 1000 hrs to 1700 hrs**. It may also be downloaded from the web sites www.aircustomschennai.gov.in. For any clarifications in this Tender Notice, the Superintendent of Customs (Airport Admin) may be contacted over his mobile number 98401 74257.

3.2 The interested firms / vendors, who comply with the terms and conditions of this Tender Notice, shall submit the duly filled forms furnished in Annexure I and Annexure II of this tender document through speed post / registered post / by hand. The duly filled forms of Annexure-I with the enclosures of necessary documents and Annexure-II shall be submitted in two separate sealed covers superscribed as "Qualifying Bid for Supply of

HP Desktop Computers & HP Laser Jet Printers for the Office of Customs Commissionerate-I, Chennai-27" and "Financial Bid for Supply of HP Desktop Computers & HP Laser Jet Printers for the Office of Customs Commissionerate-I, Chennai-27" respectively. Both the Sealed Covers should be placed in a Single Sealed Cover superscribed as "Tender For Supply of Desktop Computers And Printers for the Office of the Customs Commissionerate-I, Chennai-27" and addressed to "The Assistant Commissioner of Customs (Airport Admin), O/o The Principal Commissioner of Customs (Commissionerate-I), Anna International Airport, Tirusulam, Chennai – 600 027" **before 1400 hrs on 07.03.2017**. The Tenders received after the due date and time or the tenders with incomplete details will be summarily rejected. No reason for belated submission of tender documents will be accepted and they will be rejected.

3.3 *The Technical Bids of the Tenderers will be opened on 07.03.2017 at 1500 hrs before the Tender Committee, headed by the Additional Commissioner of Customs (Airport), in Room No.311, III Floor, Office of the Principal Commissioner of Customs [Commissionerates I & VII], New Custom House, G.S.T.Road, Meenambakkam, Chennai – 600 027. The bidders or their authorized representatives may be present at the time of opening of the tenders. Thereafter at 1600 hrs on the same day (07.03.2017), the Financial Bids of the Tenderers will be opened before the Tender Committee. Only the Tenderors whose Technical Bids are valid will be allowed to participate in the opening of the Financial Bids.*

3.4 The successful bidder will be required to supply the desktop computers and printers within 10 days from the date of awarding of the work order.

4. TERMS AND CONDITIONS:-

4.1 The configurations of the Desktop Computers and the Laser Jet Printers should be the same as those mentioned in the Tender Notice.

4.2 The quantity mentioned in the Tender Notice is only tentative. The Department reserves the right to increase or decrease the actual quantity required. The actual list of quantity of goods to be procured will be given at the time of placing the work order and the same shall be accepted by the Bidder.

4.3 The Technical and Financial Bids shall be submitted as per the details given in the aforesaid para 3.2.

4.4 All the rates shall be written both in figures and words. Corrections, if any, are to be made by crossing out and rewriting with the signature, date and stamping of the authorized signatory of the firm / company. In case of discrepancy between the words and figures, the rates indicated in words shall prevail. Any bid with illegible, incorrect, incomplete or inconstant particulars, figures and words will be summarily rejected.

4.5 The Tenderer shall provide information in respect of their PAN, Service Tax / VAT Registration No., Telephone / Mobile No. etc in the Annexure-I of the Tender Document. The Tenderer shall submit copies of the PAN, VAT / Service Tax Registration Numbers.

4.6 The quoted price shall remain valid for 2 (Two) Months from the date of opening of the Bids.

4.7 The Bidder should have sufficient technical staff for providing onsite service during the warranty period and should have good track record of supplying Branded Computers and Printers to Central / State Governments / Public Sector Units and other reputed Offices for atleast 3 years.

4.8 The bidder should submit the copies of PAN, VAT / Service Tax Registration documents.

4.9 The Authorised Signatory of the Firm / Company participating in the tender shall sign and stamp all the pages and enclosures of this tender document as a token of having

read and understood the terms and conditions contained therein and submit the same alongwith the Technical Bid. **All the information in Annexure-I and Annexure-II relating to Technical Bid and Financial Bid have to be clearly mentioned without giving any room for ambiguity about the details.**

4.10 The Firm / Company participating in the Tender should abide by the terms and conditions specified in this tender document.

4.11 The Department (i.e. Office issuing this Tender Notice) reserves the right to postpone / and / or to extend the date of receipt / opening of bids or to withdraw the same, without assigning any reason thereof.

4.12 The Department shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.

4.13 The Department reserves the right to make any changes in the terms and conditions of the tender or cancel the tender without assigning any reason whatsoever.

4.14 The Department is not obligated to meet or to have discussions with any of the bidders or to consider any representation from them.

4.15 The Department may treat offers not adhering to these guidelines as unacceptable.

4.16 The Department shall have the sole discretion to decide as to whether the applicant / tenderer has violated any term of the tender order and that any such decision shall be absolute and final.

4.17 The Firm / Company which fails to fulfill any of the above terms and conditions, will be disqualified from taking part in the tender process.

4.17 The Financial Bid will be evaluated as per the grand total amount quoted by the bidder for the entire supply of Desktop Computers and Printers and also on the basis of prices quoted for the individual items.

4.19 The prices quoted shall be inclusive of all the taxes levied by Central / State Government / Local Authority etc. and the Department shall not pay any amount in excess of the prices quoted in the Financial Bid.

4.20 The successful bidder has to supply the required number of desktop computers and printers within 10 days from the issuance of work order and install them in the Offices of Customs Commissionerate-I, Chennai-27.

4.21 Payment for the supplied goods will be released only after successful installation & proper functioning of the supplied equipments and submission of original bills thereof. The Bidder shall be responsible for the proper installation and maintenance of the computers and printers during the warranty period.

4.22 In case of any dispute of any kind and in any respect whatsoever, the decision of the Principal Commissioner of Customs (Commissionerate-I), Chennai-27 shall be final and binding.

Place : Chennai-27

Date : 09.02.2017


(S.CHANDRASEKAR)
Assistant Commissioner of Customs
(Airport Admin)
COMMISSIONERATE-I,
Anna International Airport, Chennai-27

F.No.S.Misc. 67/2015-Airport Admin Dated 09.02.2017

**TENDER FOR SUPPLY OF HP DESKTOP COMPUTERS & HP LASER JET PRINTERS
TO THE OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS,
COMMISSIONERATE-I, TIRISULAM, CHENNAI-600 027**

ANNEXURE – I

QUALIFYING BID DOCUMENT

1. Name of the Registered Firm/Company :
2. Address of Firm/Company (with Tel No., Fax No.) :
3. Name & Address of the Proprietor / Partners / Directors (With Mobile No.) :
4. Contact person (s) (with mobile number) :
5. No. of years of experience in supply of Computers & Printers :
6. Permanent Account Number (PAN) (Enclose Attested Copy) :
7. VAT No. (Enclosed Attested Copy)
8. Details of Service Tax Registration (Enclose Attested Copy) :

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 also undertake to abide by all the terms and conditions furnished in the Tender Notice issued in F.No.S.Misc.67/2015-Airport Admin dated 09.02.2017 inviting quotations for Supply of HP Desktop & All-in-One Computers and HP Laser Jet Printers to the Office of the Principal Commissioner of Customs (Commissionerate-I), Anna International Airport, Chennai-600 027.

**(Signature of Authorized Signatory
of the Tenderer with Date)**

F.No.S.Misc. 67/2015-Airport Admin Dated 09.02.2017

**TENDER FOR SUPPLY OF HP DESKTOP COMPUTERS & HP LASER JET PRINTERS
TO THE OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS,
COMMISSIONERATE-I, TIRISULAM, CHENNAI-600 027**

ANNEXURE-II

FINANCIAL BID DOCUMENT

1. Name of the Registered Firm / Company :
2. Address of Firm / Company :
(With Tel No., Fax No.)
3. Name & Address of the Proprietor / Partners / Directors (With Mobile No.) :
4. Contact person (s) (with mobile number) :
5. Prices of Desktop Computers & Printers of Following Configurations:-

| S. No. | Description of item | Quantity | Unit price (*) | Total Amount Including Taxes (in Rs.) Rs. |
|--------------------|---|----------|----------------|--|
| 1 | HP 6 th Generation Desktop Computers of Configuration - Core i3 with LAN, 4 GB RAM, 1 TB HDD, 18.5 LED Monitor, DVD Writer, Mouse, Keyboard With Windows-10 Operating System and 3 Years Onsite Warranty | 3 Nos | | (Rupees) |
| 2 | HP 6 th Generation All-in-One Computers of Configuration - Core i3 with LAN, 4 GB RAM, 1 TB HDD, 18.5 LED Monitor, DVD Writer, Mouse, Keyboard With Windows-10 Operating System and 3 Years Onsite Warranty | 3 Nos | | Rs. (Rupees) |
| 3 | HP Laser Jet Printer P-1108 | 2 Nos | | Rs. (Rupees) |
| Grand Total | | | | Rs. |
| (Rupees) | | | | |

(*) The rate of all the equipments must be Inclusive of all the levies like Sales Tax, VAT, Service Tax etc.

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, the Company / Firm shall be blacklisted and shall not have any dealing with the Department in future.

**(Signature of Authorized Signatory
of the Tenderer with Date)**