



केंद्रीय वस्तु एवं सेवा कर, लेखा परीक्षा आयुक्तालय, नागपुर
ए ब्लॉक, चौथा तल, सीजीओ कॉम्प्लेक्स, सेमिनरी हिल्स, नागपुर - 440006

OFFICE OF THE COMMISSIONER
CGST Audit Commissionerate, Nagpur
4th Floor, 'A' Block, CGO Complex, Nagpur - 440006

F. No. I(07)01/Admn/Audit/2020/ 1209

Nagpur, the 08th June, 2020

09

TENDER NOTICE FOR COMPREHENSIVE

ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER MACHINES

This office proposes to award Comprehensive Annual Maintenance Contract (CAMC) for maintenance of photocopier machines. Sealed tenders are invited from the interested vendors for undertaking the above noted job of CAMC of photocopiers in the office situated at 'A' Wing, 4th Floor, CGO Complex, Seminary Hills, Nagpur for the period of one year from the date of signing the agreement. Tenders for the same should reach this office on or before **25/06/2020** by 1600 Hrs. The Tenders received after the stipulated time and date will not be entertained. The tenders will be opened on **26/06/2020** at 1100 Hrs. in the presence of representative of the firms who wish to attend.

2. The details of the photocopier for which tenders are invited for Comprehensive Annual Maintenance Contract and the format in which tender is to be submitted is given below:

Sr. No.	Specification of photocopier machine	Quantity	Amount for Comprehensive Machine(Rs)
1	2	3	4
1	Canon Model 2004N with duplex device with trolley	01	
2	Cannon Model Ir C3020 with DADF & Toner Set	01	
	TOTAL		

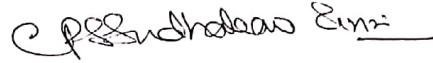
3.

- (i) The vendors shall be required to furnish bid security (EMD) of Rs. 2000/- along with their bids. It shall be accepted in the form of Fixed Deposit Receipt, Account payee Demand Draft or Bank Guarantee from any nationalized Bank in favour of the **Commissioner, CGST Audit Commissionerate, Nagpur**. Bid security shall remain valid for at least 45 days beyond the final bill validity period. Bid security of

unsuccessful bidders would be returned within 30 days after the award of contract.

- (ii) The tender submitted without EMD will be rejected summarily.
4. While submitting the tender, the following conditions should be followed:
- (i) The firm should have office in Nagpur and should provide documentary evidence of PAN and GST number, if applicable etc.
 - (ii) Tenders may be addressed to Head of Office, CGST Audit Commissionerate, 'A' Wing, 4th Floor, CGO Complex, Seminary Hills, Nagpur superscribing "Tenders for CAMC of photocopier on the top of the sealed envelope indicating the firm name and full address.
 - (iii) The tenders may be sent through registered post / speed post / by hand. However, this office will not be responsible for any postal delay.
 - (iv) Tenders should be submitted on the letter head of the firm in the format given at Para 2 above. Besides, tenders should be duly assigned by the competent authority / authorized person of the firm
 - (v) Tenders will be evaluated on the basis of Total amount given at item Column No.4 of format given in Para 2 above.
 - (vi) This office reserves the right to accept / reject any oral tender without assigning any reason.
5. The terms and conditions of the contract will be as given below :
- (i) The quoted rate should be valid for one year from the date of signing the Agreement.
 - (ii) Successful bidder shall be required to furnish Performance Security of Rs. 5000/- in the form of Bank Guarantee from any nationalized bank in favour of **Commissioner, CGST Audit Commissionerate, Nagpur** within 7 days from the date of award of contract. On receipt of valid performance security, the Bid security would be returned to the successful bidder. The performance security would be returned within 30 days from the date of completion of the contract.
 - (iii) The Comprehensive AMC also includes replacement to the parts, if required, without any extra cost and the same should be of standard quality.
 - (iv) The equipment will not be moved out of our office premises without prior permission and valid gate pass. All transportation cost involved for this purpose will be borne by the firm.
 - (v) Normal service hour will be from 10=00 AM to 5=00 PM on all working days (Monday to Friday). In exceptional circumstances, services need to be provided outside of these hours or on Saturdays / Sundays / Holidays at the discretion of and convenience of the office.

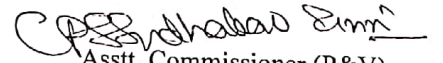
- (vi) A part from break-down / fault call, there will be a preventive maintenance to check effective working of equipment at regular in travel in each quarter.
- (vii) Penalty Charges @ Rs. 200/- per day will be levied and deducted from payment in case of failure to attend the call / complaint with in one working day of recording the same with the firm. In case, any of the equipment i.e. to be taken to the workshop for repairing, standby equipment shall be provided, free of any cost to this office.
- (viii) Government reserves the right to terminate the agreement by giving one month's prior notice in writing and accordingly recalculate CAMC charges on pro rata basis.
- (ix) Payment will be made on quarterly basis at the end of the each quarter on successful completion of the contractual obligations.



(C.P.S. SUDHAKAR UNNI)
Asstt. Commissioner (P&V)
CGST Audit Commissionerate, Nagpur

Copy submitted to :-

1. The Commissioner, CGST Audit Commissionerate, Nagpur for information please.
2. The A.C.A.O. CGST Audit Commissionerate, Nagpur for information please.
- ✓ 3. The Superintendent (Computer Cell)/AO, CGST Nagpur I, Commissionerate, Nagpur for information & posting the said Tender Notice on the departmental website and Central Public Portal (CPP) and CBIC website for wide publicity.
4. Notice Board.


Asstt. Commissioner (P&V)
CGST Audit Commissionerate, Nagpur