



भारत सरकार

GOVERNMENT OF INDIA

सीमा शुल्क आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOM (AIRPORT & ADMN.)

सीमा शुल्क सदनकोलकाता ,

15/1, STRAND ROAD, CUSTOM HOUSE, KOLKATA-700001

E-mail- scp.sch.kol@gmail.com /Tel. No.- 033-2230-4629

F.No.- S39-77/2010 P (SCH)

Date- 01.12.2017

**PURCHASE OF FAX ROLL- 50 PCS. FOR DIFFERENT FAX MACHINES
INSTALLED AT VARIOUS SECTIONS/UNITS OF CUSTOMS HOUSE, 15/1,
STRAND ROAD, KOLKATA-700 001.**

NOTICE INVITING E-TENDER

E-quotations are invited in the prescribed proforma from reputed suppliers to provide Annexed items in Annexure – I at S.C.H. Section, Custom House, 15/1, Strand Road, Kolkata-700 001.

The Technical Quotation and Financial Quotation are to be submitted separately at www.eprocure.gov.in.

ANNEXURE — I

Location of Supply: SCH Section, Customs House, 15/1, Strand Road, Kolkata.

LIST OF ITEMS TO BE SUPPLIED

FAX ROLL- 50 PCS. FOR DIFFERENT FAX MACHINES INSTALLED AT VARIOUS SECTIONS/UNITS OF CUSTOMS HOUSE, 15/1, STRAND ROAD, KOLKATA-700 001. DETAILS OF FAX MACHINES ALONG WITH MODEL NO. AS PER LISTED BELOW:-

Sr. No.	Type of the FAX Machine	Model of the Fax Machine	Brand	NOS. REQUIRED
01.	THERMAL PAPER	FO-51	SHARP	3
02.	THERMAL PAPER	FO-51	SHARP	
03.	THERMAL PAPER	FO-51	SHARP	
04.	THERMAL PAPER	T-11	CANON	2
05.	THERMAL PAPER	KXFT-933	PANASONIC	2
06.	THERMAL PAPER	FT-21	PANASONIC	2
07.	THERMAL PAPER	KXFT-907	PANASONIC	2
08.	THERMAL PAPER	KXFT-907	PANASONIC	
09.	THERMAL PAPER	KXFT-903	PANASONIC	2
10.	THERMAL PAPER	KXFT-901	PANASONIC	2
11.	THERMAL PAPER	KXFT-937	PANASONIC	2
12.	PLAIN PAPER	ZX 201	CANON	3
13.	PLAIN PAPER	201	CANON	5
14.	PLAIN PAPER	KXFT-343	PANASONIC	5
15.	PLAIN PAPER	KXFT-701	PANASONIC	20
16.	PLAIN PAPER	701	PANASONIC	
17.	PLAIN PAPER	701	PANASONIC	
18.	PLAIN PAPER	701	PANASONIC	
19.	PLAIN PAPER	701	PANASONIC	
20.	PLAIN PAPER	701	PANASONIC	
21.	PLAIN PAPER	701	PANASONIC	
22.	PLAIN PAPER	701	PANASONIC	
23.	PLAIN PAPER	701	PANASONIC	
24.	PLAIN PAPER	701	PANASONIC	
25.	PLAIN PAPER	701	PANASONIC	
26.	PLAIN PAPER	701	PANASONIC	
27.	5 IN ONE	772	PANASONIC	
28.	5 IN ONE	772	PANASONIC	
29.	THERMAL PAPER	KXFAT-981	PANASONIC	
			TOTAL	50

ANNEXURE – II

I TENDER PROCESS

1. e-Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The e-Tender for Technical Bid in proforma prescribed in Annexure -III and the e-tender form for the Financial Bid in proforma prescribed on e-procurement website **www.eprocure.gov.in** complete in all aspects, shall be submitted to e-procurement website: www.eprocure.gov.in by enrolling themselves. Incomplete bid documents shall be rejected. The valid Technical bids shall be scrutinized by this office to short list the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders who have qualified in Technical Bid will be opened.
2. **The e-tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid.** The tenderer would fill up the information in the Annexure-III enclosed at the end of these documents in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or his authorized signatory. **The tenderer shall quote their rates at “Rate/Piece” (in both words and figures)** which should include all charges & taxes and the same would not be payable over and above the rates thus quoted.
3. The tenderers are advised to inspect the place with prior appointment, before quoting. No inspection charge will be made.
4. **This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same without assigning any reason thereof.**
5. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.

6. The e-tender forms may be rejected if it is not complete in any aspect.
7. The short listed e-tender and the successful bidders will be intimated about the Award of Contract to them.
8. Late submission of e-tenders will not be accepted by the website.

II. TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

- A) The bidder must have GST Registration. Registration certificate copies should be enclosed failing which their bid will be technically rejected.
- B) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.
- C) All the critical dates are mentioned on e-procurement website.

III. OTHER IMPORTANT TERMS AND CONDITIONS

- A) If at any stage the number of bidder is less than 3, the tender will be stand cancelled.
- B) Supply of the part of the items mentioned in Annexure I will not be entertained.
- C) The quotation should specify the price which should be inclusive of all taxes and all other charges.
- D) It shall also be ensured that the supplied goods are new and fault free i.e. free from material, workmanship and manufacturing defects. The goods supplied shall be of the highest quality, consistent with the established and generally accepted standards. The work will have to be initiated within 10 days of receipt of the work order.
- E) Parties/Firms should inspect the nature /place of work before submitting the quotations and for inspection, query or clarification they are to approach Supdt. of Customs (Prev.), S.C.H. department, Custom House, Kolkata.

- F) The payment against the supplied goods/work done shall be made after the submission of bills in triplicate and work having been found satisfactory. No advance payment shall be made. This Tender Notice is also available on the official website of Kolkata Customs- www.kolkatacustoms.gov.in as well as on the CBEC website- www.cbec.gov.in.

The Technical Bid

- a) Annexure III (duly filled in) along with necessary enclosures and other supporting document.
 - b) Tender Document (all pages should be signed)
 - c) All the documents mentioned in the Terms and Conditions
 - d) Annexure IV
- This issue with the approval of the Joint Commissioner of Customs (A&A).

Sd/01.12.2017

Assistant Commissioner of Customs
SCH Unit, Customs House, Kolkata

Copy to:

1. Computer cell (for uploading on website)
2. Hindi cell (for Translation)
3. Notice Board

Sd/01.12.2017

Assistant Commissioner of Customs
SCH Unit, Customs House, Kolkata

ANNEXURE - III

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION

01	Name of the Supplier	
02	Address along with Contact Number	
03	Name, Address and Contact Person	
04	GST registration number	
05	Brand name	
06	Other certificates included (Give the names of certificates which have been included)	

Date:

Signature of the authorized Signatory of
the firm/ Company/Organization

Place:

Office Stamp/Seal:

ANNEXURE-IV

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To
The Commissioner of Customs (A&A)
S.C.H. Section, Custom House,
15/1, Strand Road, Kolkata-700001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/We have submitted my bid for the above mentioned 'Tender/Work' on www.eprocure.gov.in as per your advertisement.
2. I.....Son/Daughter/Wife of Shri.....Proprietor/Partner/Director/Authorized signatory of M/s.....am competent to sign this declaration and execute this tender document.
3. I offer to work at the rates as indicated in the price Bid/BoQ inclusive of all applicable taxes.
4. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
5. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
6. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety and will abide by the instructions in work order/AOC.
7. I/We certify that all information furnished by the me/Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

Date:

Signature of the authorized Signatory of
the firm/ Company/Organization

Place:

Office Stamp/Seal: