



सत्यमेव जयते

**आयुक्त, वस्तु एवं सेवाकर एवं केंद्रीय उत्पाद शुल्क, लेखा परीक्षा-
III, मुंबई का कार्यालय**

OFFICE OF THE COMMISSIONER OF GOODS & SERVICE TAX, AUDIT-III, MUMBAI

**8 वां, 14 वां 15 वीं मंजिल, लोटस इन्फोसेंटर, परेल स्टेशन के
पास, परेल (पूर्व) मुंबई- 400012**

8TH, 14TH 15TH FLOOR LOTUS INFOCENTRE, NEAR PAREL STATION, PAREL (EAST) MUMBAI-
400012

Tel. No. 022-24158537

Fax No. 022-24118955

F.No. Audit- III / Admin/ Tender for copier Machine/2017

Dated the September 2017

**Notice for inviting Tender for Supply of Photocopier on Monthly Rental Basis alongwith
Manpower in the Office of the Commissioner of GST & C. Ex. Audit III Mumbai**

Sealed tenders are invited from authorized / reputed firm / Company / Manufacturer for Supply of Photocopier on Monthly Rental Basis along with operator, paper, ink cartridge, spares & consumables in the Office of the Commissioner of GST & C.Ex., Audit-III, Mumbai having office at 14th & 15th floor, Lotus Infocentre, Parel (East), Mumbai - 400012. Interested parties are required to submit their bids separately in two parts i.e. (i) Technical B id and (ii) Financial bid.

The detailed Tender documents can be downloaded from the departmental website www.cbec.gov.in. The document can also be collected in person from the Superintendent (Admin), CGST & C. Ex. Audit-III, 14th & 15th Floor, Lotus Info Centre, Parel, Mumbai 400012. The last date for submission of the bids is 26/10/2017 at 11.00 Hrs. The technical bids will be opened by a committee in presence of the bidders or their representatives on the 28/10/2017 at 15.30 Hrs.

The department reserves the right to reject any or all the bids without assigning any reason thereof.

**Additional Commissioner
GST & C. Ex. Audit-III, Mumbai.**

Copy for information & necessary action to: -

1. The Superintendent (Computer Cell), GST & C.Ex., Audit III Mumbai. He is requested to upload the above Tender Notice on the departmental Website with facility for being downloaded.
2. Notice Board.



सत्यमेव जयते

□□□□□□, □□□□□ □□□ □□□□□□ □□□ □□□□□□□□ □□□□□□ □□□□□□, □□□□□

□□□□□□□□-III, □□□□□□ □□ □□□□□□□□□□

OFFICE OF THE COMMISSIONER OF GOODS & SERVICE TAX, AUDIT-III, MUMBAI

8 □□□, 14 □□□15□□□ □□□□□□, □□□□ □□□□□□□□□□□□, □□□□ □□□□□□□ □□

□□□, □□□□ (□□□□□□) □□□□□□- 400012

8TH, 14TH 15TH FLOOR LOTUS INFOCENTRE, NEAR PAREL STATION, PAREL (EAST) MUMBAI-400012

Tel. No. 022-24158537

Fax No. 022-24118955

Sealed Tenders are invited for providing Photocopier machine along with consumables & operator on Monthly rental basis, in sealed cover with tender for Photocopier on rental basis in respect of GST & C.Ex. Audit-III, Mumbai Commissionerate, superscribed on the cover. The Services are sought for 1 year period, which may be extended further.

Tender reference no.	F.No. Audit- III / Admin/ Tender for copier Machine/2017
Date of opening of offer	28/10/2017
Last date of receipt of bids	26/10/2017
Address for Communication	Additional Commissioner of GST & C. Ex. Audit-III, Mumbai 8 th Floor, Lotus Info Centre, Parel, Mumbai 400012
Name & Address of Tenderer	Additional Commissioner of GST & C. Ex. Audit-III, Mumbai 8 th Floor, Lotus Info Centre, Parel, Mumbai 400012

Contract shall be for a period of One Year.

Bidder must be having at least 2 years experience in the provision of Photocopier along with operator & consumables on rental basis to Govt. Organization / PSU with the engagement of experienced Technical Staff.

All consumable, spares and papers shall be provided by the successful bidder. Consumables must be arranged well in advance. Minimum 70 GSM photocopier paper shall be provided by Service Provider for the Machine so provided. Sample 70 GSM papers duly signed may be enclosed with the Technical Bid. In the event of hindrance to the work due to unavailability of consumables i.e. paper, toner, drum etc. downtime shall be charged with penalty @ Rs. 50 per hour, maximum of Rs. 400/- per day to be deducted from the contender's monthly bill.

Services shall be rendered at the sites mentioned in annexure-III.

In case service not found satisfactory, this office reserves the right to terminate the contract on its own after giving 30 days notice.

Any proposal received without adhering to terms and condition and/ or incorporating contrary to any conditions shall be liable to be rejected summarily.

Submission of the offer:

The offer shall be deposited in two separate parts. Technical and Financial bids, which should be submitted in two separate sealed covers. The Tender Reference Number, Name and address of the Tenderer should be superscribed on the cover. The bidders are requested to submit bids only in the proforma given in Annexures - I & II.

All pages in Technical and Financial Bid should be numbered and signed by the authorized signatory alongwith official company seal.

Not more than one independent and complete bid shall be permitted from a bidder.

Financial bids will be opened only of those bidders who have been found to be technically qualified by the Tender Evaluation Committee. Bids received after due date shall not be considered for evaluation.

Any attempt to canvass or to deliberate on the issue in any manner shall render the contractor / tenderer ineligible for selection.

Tender offers complete in all respect should be sent by “Registered post or by hand only”. Tender offers received by e-mail or fax will not be considered for evaluation.

Bid Evaluation:

The sealed Tenders should be submitted on or before 11:00 hours of 26/10/2017 to the address mentioned.

Bids shall be opened in the presence of bidders or their authorized representatives. Who chose to attend, at 15.30 hours of 28/10/2017. In case of representative, an authority letter to this effect should be submitted by the bidders.

This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons thereof.

The contract period is of 12 months and this office reserves the right to terminate the contract at any time by giving one month prior notice to this effect.

Maintenance and Support:

All preventive and corrective maintenance of the machine inclusive of supply of spares and consumable, excluding electricity, shall be the responsibility of the Service Provider.

Adequate number of trained technical staff should be engaged in the above said work by the Service Provider so as to maintain replacement at times of non-availability of the regular manpower deployed at the site.

In case, the performance of a machine is found to be unsatisfactory or is permanently damaged beyond recovery, the service provider will be responsible for providing suitable replacement of the machine within the span of 48 hours of lodging the complaint.

Payment Terms:

Billing cycle will be monthly based on the verified Meter Reading taken on the 1st day of every month. For calculating the rental charges for part of the month, the basic monthly rental charges and number of free copies will be reduced proportionately. Rates quoted should be inclusive of all taxes and duties.

Annexures:-

1. Annexure-I - Format of Technical Bid
2. Annexure-II - Format of Financial Bid
3. Annexure-III - Locations/Sites for the work.

ANNEXURE-I

Format of Technical Bid

Photocopier Machine Description

Feature	Technical Specification Desired	Availability (yes/no)	Remarks
Minimum copying speed (cpm) legal size	Minimum---- Cpm		
Duplex	Required		
Zoom	50%-20%		
Multiple Copies	1-99 minimum		
Sort	Required		
Size accepted	A-5 to A-3		
Min. Paper Input Capacity	250 sheets minimum		
Resolution(dpi)	600X600dpi		

Model of the machines offered	Specification	Remarks

1	Name of the firm	
2	Detail of Technical Staff with qualification and experience Note-the firm should have qualified Engineers, having at least 1 years experience in the field of Computer Maintenances (In Nos.)	
3	Whether the contractor firm has 2 year experience in Govt. Department Yes/No.	
4	Clientele details in Mumbai-Client-wise	
5	Income Tax PAN (Copy of PAN should be Attached	
6	GSTN No. (if applicable)	

Signature

ANNEXURE-II

FINANCIAL BID

A. Option-I

Brand & Model to be installing	
Rent/ Minimum Billing	Rs.
Minimum Monthly Commitment of Free Copies in Monthly Rental (inclusive paper and consumable and manpower/ machine operator)	20,000 Nos.
Extra Photo Copy Cost/ Print Cost inclusive machine operator and consumable items etc.	Rs. per copy
Taxes	

I agree with the departmental terms and conditions.

Name and Rubber seal of the Bidder

Signature

Name

ANNEXURE-III

Location/ Sites

Sr.	Particulars	Section/ office
1	Office Of The Commissioner Of GST & C. Ex. Audit-III, Mumbai 14 th Floor, Lotus Info Centre, Parel, Mumbai-400 012	GST & C. Ex. Audit-III, Mumbai
2	Office Of The Commissioner Of GST & C. Ex. Audit-III, Mumbai 15 th Floor, Lotus Info Centre, Parel, Mumbai-400 012	GST & C. Ex. Audit-III, Mumbai

Name and Rubber of the Bidder

Signature

Name

Submitted,

A File has been opened in respect of inviting Tender for Supply of Photocopier Machine on Monthly Rental Basis alongwith Manpower in this office of the Commissioner of GST & C. Ex. Audit-III, Mumbai.

Work contract to M/s. Mahakali Digital Printers 1) dated 27.12.2016 issued by erstwhile Service Tax, Audit-I, Mumbai and 2) dated 20.03.2017 issued by erstwhile Service Tax, Audit-II, Mumbai are placed on the file may kindly be perused.

According to work contract

- 1) the supply of Ricoh 3030 / Cannon 3300 brand photocopier machine with rent / minimum monthly billing of 12,800/- comprising 20000 nos. free copies (inclusive of paper and consumable and manpower / machine operator) plus extra Photo Copy / Print cost of Rs. 0.64 and taxes amounting to 6% on the total amount charged.
- 2) The supply of Ricoh Canon IR 3300 with minimum monthly billing 9600/- comprising 20000/- free copies plus extra Photo Copy / print cost of Rs. 0.48 and taxes amounting to 6% (VAT) on the total amount charged.

Further, it is to inform that payment for the month of July & August in r/o erstwhile ST, Audit-I and payment for the month of May, June, July & August is pending due to certification, verification and non submission of the said bill on time.

On going through the contract of both erstwhile Service Tax, Audit-I & II, Commissionerate, it is observed that there are Rs. 0.16 of difference for per copy / print charges between erstwhile Service Tax Audit Commissionerates.

Hence, as directed by the Commissioner, if agreed, we may invite tender for new contract from various printing service providers.

Accordingly, draft letter for inviting Tender Notice for Supply of Photocopier Machine on rental basis, is prepared and put up for perusal and approval please.

Put up for orders please.



PENSIONER'S IDENTITY CARD

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग,
केन्द्रीय वस्तु व सेवा कर तथा केंद्रीय उत्पाद शुल्क,
प्रधान आयुक्तालय, मुंबई मध्य

GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE OFFICE OF
THE PRINCIPAL COMMISSIONER OF CGST & CENTRAL EXCISE, MUMBAI CENTRAL



ID No.: 99/2016
Name : VANGUARD
Res.Address : VANGUARD
VANGUARD
VANGUARD
Tel. No.: 1234567890
Blood Gr.: AB +ve

Signature Of Issuing Authority

Signature of card holder

Date of Birth / Superannuation : 99.99.1927 - 99.99.2016

Post held on Retirement : VANGUARD CARD

Pay-scale : Rs. 9999 - 99999/-

Last pay / Average emoluments : Rs. 9999/- Rs. 9999/-

Qualifying Service : 99 Years 99 Months 99 Days

Pension originally sanctioned : Rs. 9999/-

Aadhar Card No. : 1234567890

P.P.O. No. & Date: 1234567890 Date : 99.99.1927

