

वस्तुएवंसेवाकर
आसूचना महानिदेशालय
हैदराबाद आंचलिक इकाई
मकानसंख्या - 1-11-222/4
गलीसामने - एचडीएफसीबैंक, बेगमपेट
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DIRECTORATE GENERAL OF
GST INTELLIGENCE
HYDERABAD ZONAL UNIT
H.NO:1-11-222/4,
LANE OPP: HDFC BANK
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F.No.DGCEI/HZU/G-27040/53/2017-Photocopier(PF-I)

Dated : 10.11.2020

**NOTICE FOR INVITING TENDER FOR HIRING FOUR PRINTER-CUM-
PHOTOCOPIER MACHINES (04) AT THE OFFICE OF DIRECTORATE GENERAL
OF GST INTELLEGENGE, HYDERABAD ZONAL UNIT, HYDERABAD**

Sealed quotations are invited for hiring of Four (04) Printer-cum-Photocopier machines at the Office of the Directorate General of GST Intelligence, Hyderabad Zonal Unit Hyderabad for the period of One (01) Year from the date of acceptance of the tender. The details of the areas where services are required is as under

| Specifications | Quantity & period of Contract |
|---|---|
| <p>Printing Specifications:</p> <ul style="list-style-type: none">i) Printspeed - 25 ppm & above.ii) Double Sided Printing.iii) A3/A4/Legal Printing Sizeiv) Monotone/Black and White Printing <p>Copying Specifications:</p> <ul style="list-style-type: none">i) Double Sided Copying.ii) Reduction/Enlargement facility available.iii) Auto Document Feeder for Copying.iv) Monotone Copying. <p>Network Specifications:</p> <ul style="list-style-type: none">i) Hi-speed Ethernet Network Connectivityii) Queue Handling Feature of the various Print Commands from the Network. <p>Brand Specifications:</p> <ul style="list-style-type: none">i) HP/EPSON/RICOH/CANON only. | <p>Quantity - 04No.</p> <p>Period of Contract - one (01) year</p> |

Interested bidders may submit their bids in a sealed condition to the office of Directorate General of GST Intelligence, Hyderabad Zonal Unit, H.No.1-11-222/4, Lane Opp: HDFC Bank, Begumpet, Hyderabad 500016 **on or before 30.11.2020 by 17:00 Hrs.** Submission of bids should be as per two bid system i.e., Technical (Annexure-I/II/III) and Financial bid (Annexure-IV) separately in two different sealed envelopes. These envelopes shall be super scribed "Financial Bid" and "Technical Bid" and put inside a bigger sealed envelope which shall be super scribed with the words, "**Quotations/ Rates for Hiring of Four (04) Printer-cum-Photocopier Machines**" on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official website of www.cbic.gov.in . Tender Documents may be downloaded from the above mentioned website at free of cost.

THE LAST DATE FOR RECEIPT OF SEALED TENDERS 30.11.2020 TILL 17:00 HRS. The sealed tenders should be dropped in the Tender Box available with office of Directorate General of GST Intelligence, Hyderabad Zonal Unit, H.No.1-11-222/4, Lane Opp: HDFC Bank, Begumpet, Hyderabad 500016 on all working days. **The tenders will be opened on 04.12.2020 at 12:00 hrs.**

The parties, who wish to be present at the time of opening of Tender may represent themselves or through an authorized representatives with an authorized letter during the tender **on 04.12.2020 at 11:00 Hrs.**

It is to inform that the Additional Director General, Directorate General of GST Intelligence, Begumpet, Hyderabad reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.



(N. SRUJAN KUMAR)
DEPUTY DIRECTOR (Admn)

Encl:

4. Annexure – I (Terms& Condition)
5. Annexure – II (Proforma for Technical Bid)
6. Annexure – III (Proforma for Financial Bid)

Annexure-I

Terms & Conditions

- a) Multi-Function Copier cum printer Machines to be supplied and installed should be brand new ones of brand HP/EPSON/RICOH/CANON only, with heavy-duty multi-functional capacity
- b) The installation charges, transportation charges and other incidental charges should be inclusive of the total cost.
- c) Branded toners, Spares, Consumables, ink and Services will be provided by the Agency as part of the Service without any additional cost. The certification to this effect must be obtained by agency on every replacement of toners/spares/consumables from Administration section.
- d) Payment will be made only on the total number of copies photocopied on monthly basis (which includes the basic rental charges for month along with extra copies after free copies).
- e) Payment against Bill/Invoice shall be released only after supply/installation and observance of satisfactory performance of the Printer cum Photocopier.
- f) Breakdown calls to be attended within 2-3 hrs. or stand by machine will be provided by the contractor in case of major break down. If machine is not in working condition for more than 3 hours the supplier of the Machine will be penalized at **Rs 300/-** per printer per day.
- g) Bids must be accompanied with photocopy of PAN Card.
- h) Tenders for items of lower configuration vis-à-vis specified at Sl.No.1 will be summarily rejected. Erasing and overwriting in the rates quoted will make the tender void. All alterations in the rates should be signed in ink otherwise the tender will be not considered.
- i) The lowest quoted bidder (L-1) shall be chosen on the basis of total bid price received.
- j) Period of Contract will be for one year (extendable for further one-year subject to satisfactory performance).
- k) The quotation may be furnished on the basis of minimum rolling of 10,000 copies per month per machine.
- l) The ADG, DGGI, HZU reserves the right to cancel the bid/tender at any time without assigning any reasons.

ANNEXURE-II

(To be submitted on the letter head of the Bidder)

TECHNICAL BID

- 1. Name of the Service Provider :
- 2. Address :
- 3. Name of the contact person :
- 4. Contact Number :
- 5. Experience in supplying & maintaining Photocopier machine in government & PSU's offices (enclose proof) :

| S.No. | Description Items | Quantity & period of Contract |
|-------|--|---|
| 01. | Renting of Multi-Function Copier cum Printing Machine on Comprehensive Basis: 1. Photo Copier cum Printer Functions: b. A3/A4/Legal Photocopying, Network printing and Duplex printing, with two trays. c. Reduction/Enlargement facility available. 2. Specifications for Printer cum Photo copying machine: a. Copy/Print speed – 25 copies per minute b. Heavy duty branded new Photo Copying cum printing Machine. | Quantity – 04 No. Period of Contract – one (01) year |
| 02. | Model Number, year & Brand of Machine (Machine brands should be one of HP/EPSON/RICOH/CANON) | 1. 2. 3. 4. |
| 03. | The free service includes replacement with all branded toners, spares, consumables, ink. (Yes / No) | |
| 04. | Copy of PAN number and GST Registration number | |
| 05. | The branded machine in good working Conditions will be supplied. (Yes/No) | |

Declaration: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Signature of the authorized bidder: _____

Name: _____

Office Seal _____

ANNEXURE-III

(To be submitted on the letter head of the Bidder)

FINANCIAL BID

1. Name of the Service Provider :
2. Address :
3. Name of the contact person :
4. Contact Number :
5. Experience in supplying & maintaining :
Printer cum Photo-copier machine in
government & PSU's offices (enclose
proof)

| S.No. | Rental charges for one machine per month per 10,000 copies | Rental charges for Four (04) Machines | No. of Free Copies /machine/ month | Extra cost/copy/ machine after Free copies | Total Cost (inclusion of all Taxes) |
|-------|--|---------------------------------------|------------------------------------|--|-------------------------------------|
| (1) | (2) | (3)=(2) x 4 | (4) | (5) | (6)= (3)+(4) x (5) +18%GST |
| | | | Min-10,000 copies | | |

Declaration: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Signature of the authorized bidder: _____

Name: _____

Office Seal : _____