



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
'CUSTOM HOUSE', NAVRANGPURA, AHMEDABAD - 380 009**

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F.No.I/ 22-11/2016-ADM

DATE: 18.11.2016

**TENDER NOTICE FOR AWARDING THE ANNUAL MAINTENANCE
CONTRACT FOR XEROX MACHINES**

Sealed quotations are invited from experienced and reputed parties for Annual Maintenance contract for Xerox Machines installed at various offices of Customs Head Quarter, Customs Commissionerate, Ahmedabad. The eligibility criteria, conditions governing the maintenance contract and the list of items are mentioned in Annexure-I, II and III respectively.

2. Interested parties are requested to furnish the rates per Xerox machine, with comprehensive AMC as well as Non Comprehensive AMC rates and per copy charges rate for a period of one year. The tender applications of only those who satisfy the eligibility criteria and conditions governing AMC (as laid down in Annexure-I &II) will be considered. A cover containing the sealed tenders in two separate covers i.e Technical bid and financial bid shall be superscribed as **“Tender for AMC of Xerox Machines”** and would be addressed to the “Additional Commissioner of Customs (P&V), Office of the Principal Commissioner of Customs, ‘Customs House’, Navrangpura, Ahmedabad – 380 009.

3. The tender notice can be obtained from the Administrative officer (Adm), Office of the Principal Commissioner of Customs, Second Floor, ‘Customs House’, Navrangpura, Ahmedabad – 380 009 on any working day between 1500 hrs. to 1700 hrs. Details can be accessed on departmental web-site www.ahmedabadcustoms.gov.in and www.cbec.gov.in.

4. **Last date for submission of Tender is 09.12.2016 upto 15:00 Hrs. Tenders received after the last date will not be entertained.**

5. This office reserves the right to accept or reject any / all the said quotations without assigning any reason thereof.

Additional Commissioner (P&V),
Customs, Ahmedabad

ANENXURE-I

Eligibility criteria for AMC of Xerox machines

1. The Company/firm/enterprise intending to submit the tender (hereinafter called the Company) shall be a reputed organization in the field of maintenance of Xerox machines.
2. The company should have undertaken AMC for at least one Central Government Department/Public sector Unit (PSU), in any of the previous three years in Ahmedabad and should have provided the supporting documents from their local offices at the designated customer sites.
3. The company's contract should not have been terminated before the expiry of the full term, in any of the previous years or current years.
4. The company must have expertise in the field of maintenance of Xerox machines and its service engineer must be knowledgeable enough to troubleshoot any problem related to Xerox machines.

Additional Commissioner (P&V),
Customs, Ahmedabad.

ANNEXURE-II

Conditions governing AMC

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
2. The maintenance service by the company shall include quarterly preventive service and breakdown maintenance of all Xerox machines of this office.
3. The party will carry out the repairing of the whole unit and parts thereof at their service station or in the Hq. office.
4. The charges regarding shifting of Xerox machines will be covered in this Annual Maintenance Contract itself.
5. This contract will be effective for a period of one year. The payment of this contract will be made on quarterly basis subject to availability of the fund.
6. The Principal Commissioner of Customs, Ahmedabad reserves the right to terminate the contract at any time if the services of AMC Vendor are not found to be satisfactory.

Additional Commissioner (P&V),
Customs, Ahmedabad.

Annexure III

New List of Xerox Machines Custom HQrs, Ahmedabad

Sr. No.	Machine Details	Installed at
1	Konica Minolta 195	CCO section
2	Konica Minolta 163	FPO
3	Konica Minolta 195	ICD Khodiyar
4	Konica Minolta 215	PA to Commissioner
5	Panasonic 8020E	Appeal Section
6	Konica Minolta 215	Legal/RRA/Audit
7	Panasonic 8020E	SVPI Airport
8	Panasonic 8020E	PAO office
9	Canon 2318L	PS to Chief Commissioner
10	Konica Minolta 215	Adm/Estt. (will come under your contract from 01.04.2017)
11	Canon iR2318L	CAO
12	Canon iR2318L	PA to ADC (P&V)
13	Konica Minolta 215	AIU, SVPI Airport
14	Canon iR2318L	Statistics
15	Canon	O&A
16	Konica Minolta 215	Customs Division, Paldi

Administrative Officer
Customs, Ahmedabad. ,