

GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER (AUDIT)
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
6/7 - A.T.D. STREET, RACE COURSE ROAD, COIMBATORE - 641 018
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C.No. I/22/51/2015 ADMN (AUDIT)

27-1-2017

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

Sealed quotations are invited from experienced and reputed parties for Annual Maintenance contract for Photocopier Machines installed at various offices of Commissioner (Audit), Central Excise, Coimbatore. 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 Photocopier machine for Annual Maintenance Contract 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 Photocopier Machines" and would be addressed to the-

"Asst. Commissioner (Audit-Admn),
Office of the Commissioner (Audit),
Central Excise, Customs and Service Tax,
6/7 A.T.D. Street, Race Course Road,
Coimbatore 641018."

3. Last date for submission of Tender is 21.2.2017 upto 15:00 Hrs. Tenders received after the last date will not be entertained.

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


(S. MOHANAKRISHNAN)
ASST. COMMISSIONER (AUDIT-ADMN)

ANEXURE-I

Eligibility criteria for AMC of Photocopier 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 Photocopier machines.
2. The company should have undertaken AMC for at least one Central Government Department/Public sector Unit (PSU) or reputed Private Companies, in any of the previous three years in Tamil Nadu 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 photocopier machines and its service engineer must be knowledgeable enough to troubleshoot any problem related to photocopier machines.

S. Mohan 27/01/17

(S. MOHANAKRISHNAN)
ASST. COMMISSIONER (AUDIT-ADMN)

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 photocopier 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 respective place of installation.

4. The charges regarding shifting of Photocopier 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 **Monthly basis** subject to availability of the fund.

6. The Commissioner(Audit), Central Excise, Coimbatore reserves the right to terminate the contract at any time if the services of AMC Vendor are not found to be satisfactory.


27/01/17

(S. MOHANAKRISHNAN)
ASST. COMMISSIONER (AUDIT-ADMN)

Annexure III

List of Photocopier machines and their place of instllation

SN	MACHINE SERIAL NO	MONTH INSTALLATION	OF	PLACE / LOCATION
1	CYAD81836	MARCH-2015		COIMBATORE
2	CYAD82127	MARCH-2015		
3	CYAD81723	MARCH-2015		
4	CYAD80813	MARCH-2015		
5	CYAD80778	MARCH-2015		
6	CYAD81719	MARCH-2015		MADURAI
7	CYAD81843	MARCH-2015		SALEM
8	CYAD82198	MARCH-2015		TRICHY
9	CYAD81732	MARCH-2015		TIRUNELVELI


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