

भारत सरकार /Government of India
वित्त मंत्रालय /Ministry of Finance
कार्यालय/ Office of
The Commissioner of Customs (NS-I), JNCH,
Nhava-Sheva, Tal-Uran Raigad, Maharashtra – 400 707

Date: 06/01/2025

The Commissioner of Customs, NS-I, Mumbai Zone-II, JNCH invites online tender in two bid systems (Technical and financial) through e-submission of competitive bids from the reputed and experienced Companies/Firms/Contractors/Enterprises to procure 135 Units of Desktop Computers (All-in-One) from qualified bidders which are to be installed at various Sections/Departments of Mumbai Customs Zone-II in JNCH. The technical bid will cover information related to all aspects other than the price quoted. The Financial bid will cover the price quoted in the given proforma in the Annexure part of this tender document.

2. The tender documents, including the application form, format for Technical Bid and Financial Bid etc., are enclosed at Annexure- H & Annexure- I to this Tender Notice, which is also available on websites www.jawaharcustoms.gov.in and www.gem.gov.in

Any change/modification in the tender enquiry will be intimated through the above websites only. Bidders are, therefore, requested to visit above mentioned websites regularly to keep themselves updated. For reference, the CRITICAL DATE SHEET is given below:

Sr. No.	Description of Activities	Date (dd/mm/yyyy) and Time (hrs)
1	Published Date	As per GeM Portal
2	Bid Submission start date	As per GeM Portal
3	Bid submission last date	As per GeM Portal
4	Technical bid opening date	As per GeM Portal

3. EMD (Earnest Money Deposit): The tender should be submitted with a Bank Guarantee of an amount equal to 2% of the quoted value issued by any nationalised bank in an original and scanned copy of EMD is to be uploaded with tender. Exemptions applicable to MSME & NSIC etc., are as per GoI Rules.

4. Details of documents enclosed

Sr. No.	Annexure	Title of the Document
1	Annexure-A	TERMS OF REFERENCE

2	Annexure-B	INSTRUCTIONS TO BIDDERS
3	Annexure-C	TERMS AND CONDITIONS
4	Annexure-D	PREQUALIFICATION CONDITIONS
5	Annexure-E	INSTRUCTIONS FOR BID SUBMISSION
6	Annexure-F	TENDER ACCEPTANCE LETTER
7	Annexure-G	CHECKLIST FOR BIDDERS
8	Annexure-H	FORMAT FOR TECHNICAL BID
9	Annexure-I	FORMAT FOR FINANCIAL BID

5. The details of eligibility criteria, specifications, terms and conditions, agreement details, and payment schedules shall be as per Annexures to this Tender Notice. In case of any further clarification or queries, the bidders may contact the Superintendent of Customs, EDI Hardware, Office of the Commissioner of Customs, NS-I, Jawaharlal Nehru Custom House, Nhava Sheva, Tal. Uran, Dist.-Raigad, Maharashtra-400707 during office working hours.

6. The Commissioner of Customs, NS-I, Jawaharlal Nehru Custom House, Nhava Sheva, Tal. Uran, Dist.-Raigad, Maharashtra-400707, reserve the right to reject any or all of the bids without assigning any reason.

(Atul Choudhary)

Deputy Commissioner of Customs,
EDI Hardware, JNCH

Encl: As above

Copy to:

1. Supdt. CHS, JNCH to paste on Notice Board
2. AO, EDI Software, JNCH- for uploading on the departmental website.

ANNEXURE-A

TERMS OF REFERENCE

BACKGROUND

JNCH, Mumbai Customs Zone-II, is one of the country's biggest Customs Zones in

revenue collection. It is also one of the biggest in terms of import and export cargo handled in containers (J N Port). In order to match the standards of the speed and volume of work at JNCH, it is necessary to augment IT Infrastructure in place from time to time.

OBJECTIVE

The objective is to procure 135 Units of Desktop Computers from qualified bidders, which are to be installed at various Sections/Departments of JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, TAL-URAN, DIST.-RAIGAD, MAHARASHTRA-400707.

LOCATION

The location to provide the desired products would be Jawaharlal Nehru Custom House, Nhava Sheva. However, some offices, such as the CSD section, Centralized Parking Plaza are also stationed at the nearby JNCH building.

THE SPECIFICATION OF THE ALL-IN-ONE DESKTOPS

The specifications of all-in-one desktops to be procured for installation at various Sections/Departments of JNCH are tabulated below:

Table-A

Specification Description	Required Value
Processor Make	Intel
Processor Generation	10 or Higher
Number of Cores per Processor	4 or Higher
Processor Base Frequency (GHz)	3.6 or Higher
Processor Description	Intel Core i5 or Higher
Processor Number	Intel Core i5 10100 or Higher
Cache	6 MB or Higher
Chipset Series	Intel Q Series or Higher
Chipset Number	Intel Q470 or Higher
Expansion Slots (M.2)	2 or Higher
Operating System (Factory Pre-Loaded)	Window 10 professional or Higher
OS Certification	Windows
Type of RAM	DDR4 or Higher
RAM Size	16 GB or Higher
RAM Expandability up to	64 GB
RAM Speed	2666 MHz or Higher
Type of Drives used to populate the Internal Bays	HDD (1TB) with SSD (512 GB or Higher)
Display Technology	IPS or Higher
Display Size	21.5 Inches or Higher
Display Resolution	1920x1080 Pixels or Higher

Availability of Webcam integrated with Display	Yes, FHD
Availability of Speakers integrated with Display	Yes, 2
Wireless Connectivity	Yes, Wi-Fi 6 Ax200 + Bluetooth 5.0 or Higher
USB Ports	2 x2.0 + 2x3.0 or Higher, Type C
HDMI Ports	1 or Higher
DP Ports	1 or Higher
Stand	Height Adjustable
Mouse Connectivity	Wired
Keyboard Connectivity	Wired
Power Supply	Minimum 120 Watt with 85-90% efficiency
On Site OEM Warranty	3 year
MS Office 2021	Preloaded
Additional Terms & Condition	Required Value
Operating Conditions	5 – 35 degree Celsius and 5 – 90 % RH
Other	BIS Certification for Energy Saving
Other 1	OEM should have functional service in Maharashtra

ANNEXURE-B

INSTRUCTIONS TO BIDDERS

GENERAL INSTRUCTIONS

1. The Bidder is expected to examine all the bidding documents' instructions, forms, terms, and specifications. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.
2. No binding legal relationship will exist between any of the Respondents and the Department until the execution of the bidding process.
3. The Bidder acknowledges and accepts that Department may, in its absolute discretion, apply selection criteria specified in the document for the evaluation of proposals for shortlisting/selecting the eligible bidder(s).
4. The Bidder will, by responding to Department for TENDER DOCUMENT, be deemed to have accepted the terms of this Tender.
5. DEPARTMENT may, in its absolute discretion, seek additional information or material from any Bidder/s after the TENDER DOCUMENT closes. All such information and material provided must be taken to form part of that Bidder's response.

6. Bidders should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to the TENDER DOCUMENT could be conveyed promptly.
7. If the DEPARTMENT, in its absolute discretion, deems that the originator of any query will gain an advantage by any response to such a query, then Department reserves the right to communicate the such response to all Bidders.
8. Bidder should not have been blacklisted/debarred from participation in the bid process by any of the Govt. Departments/PSU/Departments/Financial Institutes in India.
9. The bids qualifying the Technical Pre-Qualification Criteria will be eligible for further evaluation of the Financial bid. Subsequently, the bidder quoting the lowest amount as per L1 criteria defined in Financial Bid Format (Annexure-I) will be selected as the L1 bidder and shall be awarded the Bid.

MODIFICATION AND/OR WITHDRAWAL OF BIDS

1. Every Bidder shall submit only one proposal. If any Bidder submits more than one proposal, all such proposals shall be disqualified.
2. Bids, once submitted, will be treated as final, and no further correspondence will be entertained on this. No Bid will be allowed to be modified after the deadline for submission of Bids. No Bidder shall be allowed to withdraw the Bid if Bidder happens to be successful Bidder.
3. DEPARTMENT has the right to reject any or all Bids received without assigning any reason whatsoever. DEPARTMENT shall not be responsible for non-receipt/non-delivery of the Bid documents for any reason whatsoever.

SCOPE OF WORK/DELIVERABLES

The purpose of issuing this TENDER DOCUMENT is to invite bids through Government E-Marketplace to supply **135 Units of Desktop Computers**.

DELIVERY

The successful bidders shall be required to supply **135 Units of Desktop Computers** with specifications as indicated above in Table-A.

The items must be delivered at the Office situated at the following location:

EDI HARDWARE, 2nd FLOOR, C WING, JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, TAL-URAN, DIST.-RAIGAD, MAHARASHTRA-400707.

PRE-QUALIFICATION CRITERIA

The bidder must qualify the Technical Pre-Qualification Criteria as per Annexure-D to be eligible for Financial Evaluation.

EVALUATION CRITERIA

1. The bid will be evaluated on the lowest quoted price basis for the supply of items as per the specifications mentioned in Table A.
2. Bidder quoting the lowest amount as per L1 criteria defined in Financial Bid Format (Annexure-I) will be selected as the L1 bidder and shall be awarded the Bid.
3. Total Bid cost should be inclusive of all applicable taxes, charges, and other levies.

LOWEST BIDDER QUOTE ON GEM

The bids which qualify for technical evaluation will be considered for financial evaluation, and amongst them, L-1 (Lowest bid) will be awarded the bid.

LIQUIDITY DAMAGE (LD) AND DELIVERY TIMELINES

1. The items must be delivered within THREE (3) weeks from the date of issuance of the work/purchase order at the locations indicated earlier. Delivery delays shall lead to penalties, and inordinate delays may lead to the cancellation of orders at the discretion of the Department.
2. In case the delay exceeds THREE (3) weeks, the Department reserves the right to cancel the order. In such an event bidder will not be entitled to or recover from Department any amount by way of damages, loss or otherwise.

PAYMENT TERMS

100% after delivery, installation, and activation of 3 years of comprehensive OEM warranty support.

WARRANTY AND SUPPORT

1. It is the responsibility of the bidder to ensure compatibility. The bidder will be responsible for the malfunctioning of these items within the specified warranty period.

2. The bidder shall fully ensure the equipment supplied under the Bid against loss or damage incidental to manufacture or acquisition, transportation, storage, delivery and installation. The department will not be responsible for any loss to a bidder on account of non-insurance to any equipment or services.
3. Bidder/OEM should have a 24x7x365 days support centre to log the calls. The support centre detail/ numbers should be provided, mentioning the contact person's name, number and designation in the company.

EARNEST MONEY DEPOSIT (EMD)

1. Any Bid received without EMD in proper form and manner shall be considered unresponsive and rejected. Any request for exemption from EMD without valid grounds will not be entertained.
2. Save as otherwise provided herein or in the definitive agreement, the EMD amount of all unsuccessful Bidders would be refunded on completion of the tendering process on or before 30 days post-award of work/contract.
3. The EMD security may be forfeited:
 - i. If Bidder withdraws its Bid/s during the period of Bid validity.
 - ii. If Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to the signing of the contract.
 - iii. In case of a successful Bidder, if the Bidder fails to Sign the contract.
4. As per Rule 170 of General Financial Rules (GFRs) 2017, MSME/Start-Up Bidders are exempted from submission of bid security, i.e., EMD deposit. Further, in lieu of Bid Security, Bidders are required to submit the "EMD/Bid Security Declaration" on their organisation's letterhead duly signed and stamped by their authorised signatory accepting that if they withdraw or modify their bids during the period of validity of the bid, or if they are awarded the contract. If they fail to sign the contract or fail to submit a performance security before the deadline defined in the request for proposal (TENDER DOCUMENT) document, they may be Suspended/Blacklisted at Department's discretion.

USE OF CONTRACT DOCUMENTS AND INFORMATION

The Vendor shall not, without DEPARTMENT's prior written consent, use any document or information provided by DEPARTMENT in the Bid document or otherwise except for purposes of performing the contract.

ASSIGNMENT

The Vendor shall not assign/sub-contract, in whole or in part, its obligations to perform under the contract, except with DEPARTMENT's prior written consent.

OTHER INSTRUCTIONS

1. Bidder must provide Manufacturer Authorization Form (MAF) (Respective GeM Bid number should be printed on the MAF). Failing which the bid may be rejected and may not be considered for further evaluation. No further communication will be entertained in this matter.
2. The work/purchase order shall be issued against the quotation provided by the successful bidder, compliance statement and subsequent information furnished. If desired, the department may check the equipment's genuineness with the OEM. In case of any discrepancies, Department reserves the right to cancel or to take necessary action if the items delivered are found to be non-compliant with the details furnished by the bidder or specifications asked in our enquiry.
3. The bidder shall be responsible for free-of-cost equipment replacement against manufacturing defects.
4. Department reserves the right to reject the bid if any deviation is observed between the product offered by the bidder and the specifications stated in the Bid.
5. Department may ask for supporting documents like a declaration from the bidder, product brochures etc., during the evaluation of the bids; failure in the submission of the same may lead to cancellation of the bid.
6. The bidder must provide three (3) years of comprehensive OEM warranty support.

A Bidder will, by responding to this Tender, be deemed to have accepted the terms of this Tender.

ANNEXURE- C
TERMS AND CONDITIONS

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1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders in which any of the criteria are not fulfilled without assigning any reason whatsoever.
2. 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.

3. Successful bidder shall be responsible for supplying the desired products in terms of requirements/specifications, as outlined above in this proposal on the terms and conditions hereinafter mentioned.
4. The work/purchase order will be issued to the successful bidder only after the verification of the original documents.
5. In case of dispute, the department reserves the right to a final decision on the interpretation of the term and conditions, Scope of Work etc., of this tender.
6. In case of dispute, the decision of the Commissioner of Customs NS-I shall be final.
7. At any point in time contract may be terminated without assigning any reason thereof.
8. All typographical errors are subject to corrections.
9. All the terms & conditions of this tender document shall be complied with by the bidders.
10. Deviation, if any, from terms and conditions will not be entertained.
11. The bidder shall be responsible for any damage to supplied machines, and the bidder has to repair the machine at its own cost within the warranty period.
12. If the information provided by the bidder is found to be false at any point in time, the department reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit the earnest money.
13. Each page of the Tender document shall be signed and stamped with the firm/company seal.
14. **FORFEITURE OF EMD**

The EMD will be forfeited under the following conditions:

- i. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
- ii. If the bidder withdraws the bid before the expiry of the validity period of the bid or within the time frame of extension given by the Commissioner OF CUSTOMS, NS-I, MUMBAI ZONE-II, JNCH in any special case communicated before the expiry of the bid.
- iii. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- iv. If the selected bidder fails to execute the agreement in the prescribed format and furnish the bank guarantee within the prescribed time.

15. RETURN OF EMD:

The earnest money of all the bidders will be returned as early as possible after the completion of the bidding process but not later than 30 days after the issue of the work

order to the successful bidder.

16. PRICES:

Prices quoted shall be final and inclusive of all taxes.

17. TAXES AND DUTIES:

GST and/or any other applicable taxes and duties will NOT be paid extra. Hence Taxes should be included in the rates quoted.

18. MODE OF PAYMENTS:

Payment will be made through online payment/PFMS after raising the demand by submission of the bill in triplicate on obtaining a satisfactory performance certificate Page from the users.

19. ADDITIONAL TERMS AND CONDITIONS

i. Malicious Code Certificate:

The bidder shall give an undertaking citing as below:

“This is to certify that the Hardware and the Software being offered (All-In-One Desktops), as part of the contract, do not contain Embedded Malicious code that would activate procedures to:

- a. Inhibit the desires and designed function of the equipment.*
- b. Cause physical damage to the user or equipment during the exploitation.*
- c. Tap information on residents or transients in the equipment/network.”*

The bidder will be considered to be in breach of the procurement contract in case physical damage, loss of information or infringements related to copyright and Intellectual Property Rights (IPRs) are caused due to the activation of any such malicious code in embedded software.

ii. Upload Manufacturer authorization:

Wherever Authorized Distributors are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

iii. Bidder's financial standing:

The bidder should not be under liquidation; court receivership or similar proceedings should not be bankrupt. Bidder shall upload undertaking to this effect

with the bid.

- iv. Data Sheet/Product catalogue of the product(s) offered in the bid are to be uploaded along with the bid documents.

v. **Availability of Service Centers:**

Bidder/OEM must have a Functional Service Centre in the Maharashtra region in case of a carry-in warranty. (Not applicable in case of goods having on-site warranty). If the service Centre is not already there at the bidding time, the successful bidder / OEM shall have to establish one within 30 days of the contract award. Payment shall be released only after the submission of documentary evidence of having a Functional Service Centre.

- vi. Bidder shall have an active registration firm/Branch, preferably in the state of Maharashtra, for better coordination.
- vii. OEM Quality Certification is Mandatorily required for Quality, satisfaction guarantee and Product safety. Bidder shall provide a valid certification list as below:

- a. ISO 9001:2015, ISO 14001, 20000, 27001 Certificates
- b. ROHS,
- c. BIS
- d. FCC
- e. CE
- f. CVC Pledge Certificate.
- g. GST Certificate with Latest GSTR3B for last Quarter.

- viii. The bidder shall provide an undertaking stating that:

"I/we clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or false or incorrect or incomplete, my/our participation is liable to be rejected. Further, if I am/we are appointed as the 'executing agency' for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, false or incorrect, my/our contract with the department's office is liable to be terminated forthwith at the discretion of the department, at any stage, without any notice and any compensation whatsoever for such termination."

- ix. The affidavit to be submitted in the given format below by the Bidder/ Supplier/ Agency stating that they have not been blacklisted.

AFFIDAVIT

(To be notarized on Rs. 100 /- stamp paper)

(format for the affidavit to be submitted by the bidder/ supplier/ agency stating that they have not been blacklisted)

We___hereby declare that we have not been blacklisted by the registering authority or any department of the central /state government, semi-government, public undertakings etc.

The information given by me is accurate, and in future, if it is found that the information given by me is false, then the department is free to take legal action, including termination of the contract, against me/us.

Date:

Place:

Seal & Signature of the Bidder

ANNEXURE-D

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PREQUALIFICATION CONDITIONS

ELIGIBILITY CRITERIA FOR TECHNICAL BIDS

1. The bidder shall have an annual turnover of more than Rs.2,00,00,000/- (Rs. Two Crore) in the last three financial years, along with CA certified certificate.
2. The bidder shall have the local Shop & Establishment certificate/MSME Certificate for their authorized Local Shop and Service Centre.
3. The bidder shall furnish and provide the Income Tax Assessment Certificate for the last 03 years.
4. The bidder shall not have been disqualified or served a memorandum by any Central Govt./State Govt. /Semi Govt. Organizations/Private organizations for similar work,

self-declaration be furnished in this regard.

5. The bidder intending to submit the tender shall be a reputed organization in the field of supplying Computer Systems and have an experience in this field for more than two years, experience in Central Government Department will be preferred. The Gem's rating and Vendor's assessment report of the bidder may be considered at the time of the evaluation of the bid.
6. The bidder having work orders for similar work in any Central Govt./ State Govt./Semi Govt. Organizations in Mumbai will be preferred.
7. The bidder should have a quality management certificate ISO 9001:2015 in support of providing their qualitative services.
8. The bidder shall have an active GSTIN.

ANNEXURE-E

INSTRUCTIONS FOR BID SUBMISSION

1. Bids shall be submitted online only at the GeM website: <https://gem.gov.in>. The bidders are advised to follow the instructions provided in the above-said portal as "Instructions to Bidder for Online Bid Submission" for online submission of bids. Bid documents may be scanned with 100 dpi with a black-and-white option which helps in reducing the size of the scanned document.
2. For any clarification regarding the tender, contact Supdt. EDI/Hardware over telephone no. 022 2724 4717 and email id edi.hardware@gov.in
3. Not more than one tender shall be submitted by one bidder or bidders.
4. Tenderer who has downloaded the tender from the JNCH website (for reference only) and Gem website <https://gem.gov.in/> shall not tamper/modify the tender form, including the downloaded financial bid template, in any manner. In case the same is found to be tempered/ modified in any manner, a tender will be completely rejected, and EMD will be forfeited, and the tenderer is liable to be banned from doing business with JNCH.
5. Intending tenderers are advised to regularly visit the JNCH website, www.jawaharcustoms.gov.in (for reference only) and the GeM website <https://gem.gov.in> until the end date of submission of tender for any corrigendum/ addendum/amendment.
6. At any time, prior to the deadline for submission of Bids, THE Commissioner OF CUSTOMS, NS-I, MUMBAI ZONE-II, JNCH may, for any reason deemed fit, modify the Bid documents by issuing suitable amendment(s) to it.

The amendment will be uploaded on GeM & JNCH website only. In order to provide reasonable time to the prospective Bidders to take necessary action in preparing their Bids as per the amendment, THE Commissioner OF CUSTOMS, NS-I, MUMBAI ZONE-II, JNCH may, at his discretion, extend the deadline for the submission of Bids and other allied time frames, which are linked with that deadline. Prospective bidders are advised to visit/see Gem.gov.in & JNCH website on a regular basis for any change in schedule, amendment/ corrigendum in Bid Document, including technical requirements.

7. Bids will be opened as per the date/time as mentioned in the Tender Critical Date Sheet.
8. Canvassing in any form in connection with tender is strictly prohibited, and the tenders submitted by the contractor who resorts to canvassing will be liable to be rejected.
9. All rates should be quoted in the prescribed "Financial Bid" template in the tender. No documents may be enclosed with the financial bid.
10. For a bidder, who has participated in the tender bids, it will be automatically assumed that he has accepted all the terms and conditions of the tender.
11. On acceptance of the tender, the name of the accredited representative (s) of the bidder who would be responsible for taking instructions from the department shall be communicated to the department.
12. The tender shall remain open for acceptance as per the GeM policy.
13. Merely submitting the tender with all the requirements does not bind the Commissioner OF CUSTOMS, NS-I, MUMBAI ZONE-II, JNCH to accept the lowest tender and Competent Authority, reserves the right to reject any or all of the tenders received without assigning any reason. Tenders not fulfilling any of the prescribed conditions or incomplete in any respect are liable to be rejected.
14. Technical bids of only those bidders will be opened, who submit the earnest money in the prescribed manner.
15. Failure of the successful tenderer to comply with the above requirement shall constitute sufficient grounds for cancellation of the letter of award & forfeiture of the earnest money.
16. The tender shall be submitted online in two parts, viz., Technical Bid and Financial Bid.
17. **TECHNICAL BID:**

The following documents are to be furnished by the bidder along with Technical Bid as per the tender document:

- i. Format for Technical Bid should be as per Annexure H.
- ii. Scanned copy of all supporting documents.
- iii. A scanned copy of the Tender Acceptance Letter (Annexure- F), failing which the bidder's bid may be rejected.

- iv. A scanned copy of the Checklist Section (Annexure- G) properly filled and signed.
- v. Scanned copy of the Earnest Money Deposit should be uploaded on the portal.
- vi. The original EMD in physical form duly sealed in an envelope super scribed with "EMD for the tender no. for supplying 135 numbers of Desktop Computers "must be sent to the address mentioned below by post/speed post/courier/by hand on or before Bid Submission End Date & Time as mentioned in Critical Date Sheet:

"The Deputy Commissioner of Customs EDI Hardware Section Office of the Commissioner of Customs (NS-I), Jawaharlal Nehru Customs House, Nhava- Sheva, Uran, Raigad, Maharashtra- 400707"

Otherwise, the tender will be summarily rejected without assigning any reason.

18. **FINANCIAL BID:**

i. Format of the Financial bid is provided in the form of a template in PDF format (Annexure-I), along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this template in PDF format as it is and quote their offer/rates in the permitted column and upload the same in the manner. In case the same is found to be tempered/ modified in any manner, the tender will be completely rejected, and EMD will be forfeited and the tenderer is liable to be banned from doing business with JNCH.

ii. Each page of the Financial Bid should be signed by the authorized person and stamped with Company Seal/ Stamp. The rates to be quoted in Financial Bid should be in Indian Rupees **inclusive of all taxes**. The rate quoted shall be valid for 90 days from the date of opening of the technical bid. The period can be extended with mutual agreement.

Note: Financial bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. The date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be uploaded on the portal. In exceptional situations, an authorized committee may negotiate the price with the qualified bidder quoting the lowest price before awarding the contract.

- 19. The bidders are required to submit soft copies of their bids electronically on the GeM Portal. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements and submitting their bids online on the GeM Portal. More information useful for

submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in>

20. PREPARATION OF BIDS

- i. Bidder should consider any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- iii. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule. Generally, they can be in PDF/XLS/ RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black-and-white option, which helps in reducing the size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use the "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

21. SUBMISSION OF BIDS:

- i. Bidder should log into the site well in advance of bid submission so that they can upload the bid in time, i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 - ii. The bidder has to upload the required bid documents one by one as indicated in the tender document.
 - iii. Bidder should prepare the EMD as per the instructions specified in the tender document, and any requisite document, in original, should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
 - iv. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (Annexure-I) and no other format

is acceptable.

- v. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vi. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers'/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vii. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- viii. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any further communication.
- ix. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- x. Any queries relating to the process of online bid submission or queries relating to the GeM Portal, in general, may be directed to the GeM Portal Help desk.

ANNEXURE-F

TENDER ACCEPTANCE LETTER

-

(To be given on Company Letter Head)

Tender Reference No:

Date:

To,

The Commissioner of Customs (NS-I),

Jawaharlal Nehru Customs House, Nhava- Sheva,
Tal- Uran, Distt- Raigad, Maharashtra- 400 707.

Sub: Procurement of 135 numbers of Desktop Computers to be installed at various Sections/ Departments of Mumbai Customs Zone-II in JNCH.

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above-mentioned "Tender/Work" from the website(s), namely: -----
- as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. to (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.
3. The corrigendum(s) issued from time to time by your department/organization, too, have also been taken into consideration while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of the above-mentioned tender document(s)/corrigendum(s) in its totality /entirety.
5. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/ We certify that all information furnished by our Firm is true & correct and, in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization may, without giving any notice or reason therefore or 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,

(Signature of the Bidder, with
Official Seal)

ANNEXURE – G

CHECKLIST FOR BIDDERS

Sr. No	Activity	Compliance (Yes/No/NA)
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1	Have you enclosed the EMD (Bank Guarantee) of the required amount?	
2	(Is the exemption certificate enclosed: vendor registered with MSME/ NSIC/ Government bodies attached for relaxation of EMD?	(Yes/No/NA)
3	Is EMD valid for 90 days from the date of publishing of the Bid?	
4	Have you kept the validity of your bid as per the Bid document?	
5	Is PAN No. of the bidding firm with proof attached?	
6	Is the active GST number with the registration certificate attached?	
7	Have you enclosed a valid ISO 9001:2015 Certificate?	
8	Is each page of the Tender document signed and stamped with the firm/company seal?	
9	Have you enclosed all supporting documents?	
10	Are you able to provide products as per required specification?	

(Name & Signature with date and seal of firm/company)

ANNEXURE-H

FORMAT FOR TECHNICAL BID

Sr. No.	Particulars	Details
1	Name of the "Bidder"	
	Full Address of the Bidder	Details
	Telephone No./Mobile No.	
	Fax No.	
	Email id	
	Complete name and contact no.	
2	Bank details with MICR & IFSC (Submit Mandate Form for ECS payment)	

3	PAN	
4	Income Tax Returns (ITRs) for the last three F.Y.	
5	CA Certificate for last three years' turnover	
6	Active GST Registration No.	
7	Local Shop & Establishment certificate/MSME Certificate for Local Shop	
8	Whether blacklisted by any Bank/Govt./PSU organization (Submit affidavit duly notarized in this regard)	YES/NO
9	Performance certificate/work experience of 05 years in Govt./Semi govt./PSU office	
10	Details of EMD	

Note:

1. Attested photo copies of all above for proof should be uploaded with technical bid.

ANNEXURE-I**FORMAT FOR FINANCIAL BID**

-

Sr. No.	Details of the product to be procured	Quantity	Total Amount (In Rs. Inclusive of all taxes)	Remarks
1.	Desktop Computers	135		

Note: -The rates quoted above should be **inclusive of GST/any other tax.**

DECLARATION

1. I.....Son / Daughter /Wife of
Shri..... Proprietor / Partner / Director
/ authorized signatory of.....competent to sign this declaration and execute
this tender document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;

3. The information/documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact

that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

4. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

Signature of authorized person

Name & Seal

Place:

Date: