



भारत सरकार GOVERNMENT OF INDIA  
 वित्त मंत्रालय MINISTRY OF FINANCE  
 राजस्व विभाग DEPARTMENT OF REVENUE  
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  
**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**  
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.  
 Phone No:26250157 / 26250159. Fax No: 26250156 / 26250155  
 e-mail: [nacin.chennai@gov.in](mailto:nacin.chennai@gov.in)

I/2364145/2024

Dated:18-10-2024

**E-TENDER NOTICE INVITING BIDS FOR AMC OF  
 COMPUTERS, PRINTERS, UPS EQUIPMENTS & NETWORKING  
 WITH DEPLOYMENT OF A RESIDENT ENGINEER**

1. The National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Chennai invites tenders in two separate offers viz, One for Technical bid and other for Financial bid, in the prescribed proforma from reputed firms/Contractors for entering into an Annual Maintenance Contract (for a period of twelve(12) months from the date of entering into the contract) for the upkeep of **14 All in One personal computers, 17 Desktop Computers, 13 Laptop computers, 20 Printers, 4 high-speed photocopiers, 2 UPS equipments, 4 Network Switches & 1 Load Balancer and LAN Network (109 Points) with 6 Wireless Access Points (6 WAP Devices)** at our office premises at Plot No.3/86 E, AIEMA Road, Ambattur Industrial Estate, Near AMBIT IT Park, Chennai-600058 and **1 All-in-One Personal Computers, 1 Apple iMac Computer, 1 printer and 2 UPS equipments** at the NACIN Hostel premises at Block Nos. 30 to 33, Central Revenue Quarters, 12<sup>th</sup> Main Road, Anna Nagar, Chennai-600040. **For the above purpose, a qualified and experienced Resident Engineer shall be stationed by the successful bidder, at the office premises of NACIN, on all working days.**
2. **Only those bidders who have their offices and work-force in Chennai city, may post their bids for this e-tender.** Valid address proof should be uploaded, as proof for the same.
3. The bidders or their representatives are required to visit the above premises to survey the available hardware and infrastructure. They also should affix their signature in the Register maintained for this purpose, as proof of having visited the premises. **The online bids of those bidders who have not affixed their signature in the aforesaid register will not be entertained.**
4. The qualification and duties of the Resident Engineer, specification of work to be done for the above maintenance, the qualification criteria to be met by the contractor and the statutory obligations to be complied with by the contractor are detailed in the Annexure to this Notice. **All bidders for this e-tender are deemed to have understood and accepted the contents of this Notice.**
5. This tender document can be downloaded from the following websites [www.cbic.gov.in](http://www.cbic.gov.in), [www.nacin.gov.in](http://www.nacin.gov.in) or [www.gem.gov.in](http://www.gem.gov.in).
6. Interested bidders, who comply with the terms and conditions of this tender notice and **who are in possession of valid Digital Signature Certificates (DSCs)**, can submit their bids in the Technical & Financial bid formats. Their e-bid shall be uploaded / submitted online only through the [www.gem.gov.in](http://www.gem.gov.in) website. **Hard copies of the bids shall not be accepted.**
7. The critical dates for this tender are as under :

**Time Schedule of Tender**

S.No	Particular	Date	Time
1.	Tender e-publish date	21.10.24	16.20 Hrs
2.	Document download started	21.10.24	16.30 Hrs
3.	Bid Submission started date	21.10.24	17.30 Hrs
4.	Bid Submission last date	11.11.24	16.30 Hrs
5.	Tender opening date(Qualified Bid)	11.11.24	17.00 Hrs.

8. The contents of the Annexure to this tender are as follows:

I. Deployment of Resident Engineer

II. Scope of the work to be done

III. Bid Submission

IV. Eligibility criteria to be met by the contractor for this Tender

V. List of Assets to be included in the AMC

VI. Terms and Condition

VI. Technical Bid

VII. Financial Bid

9. The tenderers shall sign and stamp the Technical Bid Form (enclosed with this Notice) and upload/submit them through the Government e-market Portal along with the necessary documentary proof, as required. The quoted amount should be exclusive of GST/any tax.
10. The Technical bid and Financial bid will be opened separately. **Care may be taken to ensure that the Financial bid's details are not visible along with the Technical bid. In case, the Financial bid is visible along with the Technical bid, the bid will be liable to be rejected.**
11. For any further enquiries, Shri K. Dhakshineswaran, Additional Assistant Director, NACIN Chennai (Mobile: 8124731543) may be contacted.

ASSISTANT DIRECTOR  
(S. SUBRAMANIAN)  
ASSISTANT DIRECTOR(Systems)

### ANNEXURE

#### I. Deployment of Resident Engineer

- In order to provide regular on-site Preventive maintenance and repair of systems as soon as possible, a Resident Engineer to be stationed at NACIN Office, on all working days.
- The successful bidder of this tender should provide one Resident Engineer from 9:30 A.M to 6.00 PM on all working days (Monday through Friday). In case of leave/absence, alternative

- person to be deployed.
3. The Resident Engineer shall be employed directly by the successful bidder(hereinafter referred to as 'Contractor'), who will be responsible for payment of salary and extending other benefits such as EPF, ESI, etc. However, the said Engineer will report for duty at NACIN, Chennai and shall be under the control of the Officer-in-charge at NACIN, Chennai.
  4. An Attendance register for the Resident Engineer will be maintained at NACIN, Chennai. If the Resident Engineer is found absent without prior intimation to the Officer-in-charge at NACIN and no alternate person is deployed, the Contractor will have to pay a penalty of Rs.1000/- for every such day of absence. After 3 such occasions, the AMC contract may be liable to be terminated.
  5. The stationed engineer should be a qualified Diploma Engineer with experience of not less than four years in Computer Hardware and Software maintenance. The Contractor is required to provide Bio-Data, documentary evidence of the qualification and experience of the Resident Engineer.
  6. The deployed Resident engineer should be able to rectify hardware and software issues in the IT assets.
  7. The Resident Service Engineer provided by the Contractor shall not be changed frequently. However, if found incompetent by this office, the Resident Service Engineer shall be changed by the Contractor immediately. Whenever Resident Service Engineer is changed due to any reason, the Contractor should provide the Bio-Data of the replaced person including colour photograph, authorization letter and other relevant information.
  8. In times of emergencies, the services of the Resident engineer may also be required beyond office hours or on holidays/Saturdays/Sundays. The contractor shall ensure that the Resident Engineer is deputed without fail on such occasions also. This office will not pay any additional amount for working on holidays or beyond office hours.
  9. Issues related to Police verification, payment of Minimum Wages, EPF, ESIC, and other statutory responsibilities, in connection with the Resident Engineer deputed to this site, should be handled by the Contractor from their end. This office is in no way responsible for the same. The Contractor shall obtain / verify the 'character certificate' and 'antecedents duly verified from police authorities' before Resident Engineer's deployment at NACIN.

## **II. Scope of work to be done**

1. As and when a computer, printer, UPS or other IT equipment malfunctions or when there is a disruption of LAN/Internet connection, the Resident engineer / the contractor should provide maintenance service to keep the machines/all IT equipments in good working order. The service consists of periodical preventive checks and corrective maintenance work and includes carrying out necessary repairs and replacement of parts/spares/consumables.
2. The payment of AMC charges will be made after completion of each quarter (3 months), after satisfactory completion of AMC Service for the said quarter, for which Quarterly AMC Bill be raised by the Contractor and paid by NACIN after due verification.
3. In the event of the Resident Engineer not being able to manage the repair/maintenance work, a backup team should be made available within 2 hours. If required, the team will have to stay back after office hours and work even on holidays to attend to any emergency work, for which no allowance of any kind will be paid.
4. If the faulty components/computer(s) are not rectified within the same working day, necessary equivalent standby components / computer(s) shall be provided by the contractor on the following day, for the smooth functioning of office work. In case a standby is not provided, penalty of 1% of the total AMC charges will be deducted per day from the agreed payment. If standby systems

are provided, the restoration and transfer of data from the defective systems to the standby systems and vice-versa have to be ensured. Alternatively, NACIN reserves the right to get it repaired from a third party and the charges for the repair / rectification, as applicable, will be deducted from the Quarterly AMC Bill Amount or recovered from the Performance Guarantee amount.

5. The Maintenance contract of computers and printers shall be a comprehensive contract covering all parts of the machine including Keyboard, Mouse, all plastic/rubber parts like knob sprocket, harmer block etc., fuser assembly and rubber components of laser jet printer, but will not include cost of the following spares namely: Monitor, Hard disk, Printer head, Toner and Cartridges. The Maintenance contract for Network points will cover only the service & maintenance charges and will not cover replacement of parts.
6. In case of UPS equipment , all spares are to be changed/ replaced by the service provider if required, except batteries and main boards like Power Board and Mother Board , Repair / Replacement of batteries and main boards, wherever necessary, may be billed separately and will be paid by NACIN.
7. Maintenance shall include installation of all kinds of software provided by this Department, including Operating Systems, anti-virus packs, System Drivers and Drivers of Printers, Scanners & other peripherals. Maintenance shall also include ensuring effective functioning of all the Local Area Network (LAN) points, Hubs, Switches etc.
8. Resident Engineer should maintain 'Complaint Log Register' of all calls/complaints attended / Pending issues / Periodical preventive checks conducted and details of all replacement of spares/parts/consumables.
9. No component(s)/ Spare(s)/ Computer(s)/ other equipment shall be removed without informing the Officer-in-charge concerned. A written letter to the Officer-in-charge and his/her consent is necessary for moving any Computers/parts out of the office, for which the Resident Engineer shall enter relevant details in the aforesaid 'Complaint Log Register', showing the movement of the component(s) /Spare(s)/ Computer(s) / Other IT equipment and particulars regarding the replacements thereof. In such cases, the Resident Engineer should prepare a Service Report for each faulty equipment with dated signature of officer-concerned and Resident Engineer. Such service reports should be attached to Quarterly AMC Bills for verification.
10. All costs and expenses in respect of moving the equipment, or any part thereof, to the contractor's premises & back to office, including cost, charges and expenses for dismantling, reinstallation, testing and commissioning, shall be borne by the contractor only. NACIN will not bear any cost of transportation/replacement of machines/parts.
11. During provision of the above services, care should be taken by the contractor to ensure that there is no damage to any property of NACIN. In case of such damage, the cost of the articles/equipment damaged shall be deducted from the Contractor's Quarterly AMC Bill / Performance Guarantee Amount.
12. Periodically the UPS equipment should be checked/monitored by the Resident Engineer or any authorized Service Engineer under the supervision of the Resident engineer, ensuring trouble-free maintenance.
13. Once in three months, UPS shall be inspected as a preventive maintenance and a Quarterly Inspection Report be submitted. The same needs to be attached along with the quarterly AMC bill.

### **III. Bid Submission:-**

- a. Bids shall be submitted online only at Government e - Marketplace Portal (GeM) website [www.gem.gov.in](http://www.gem.gov.in) Tenderer/Contractor are advised to follow the instructions.
- b. The online bid having two parts viz. Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder, irrespective of nature of content of the documents before uploading
- c. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d. A tenderer who has downloaded the tender from GeM website **shall not tamper/modify the tender form in any manner**. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with this Office.
- e. Intending tenderers are **advised to visit** GeM website **regularly till the closing date of submission** of tender for any corrigendum / addendum/ amendment.
- f. No correspondence by other means will be entertained in this matter. After opening of Technical Bid, the original documents as per requirement of the e-tender will be verified by this office.
- g. This office reserves the rights to seek any document in original in respect of I.T. Return / PF / ESI / Experience / GST Returns etc. for verification at any stage of tender process.
- h. After evaluation of technical bid, bidders will get the information regarding their eligibility / pre-qualification on the website.
- i. The financial bid of the successful bidders (who have qualified in the technical bid) will be decrypted and opened on-line. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

### **VI. Eligibility criteria to be met by the contractor for this Tender**

1. The tender will be decided based on, among other things, the least amount quoted.
2. **The bidder should have their office and workforce in Chennai city.**
3. **Only those bidders who are in possession of a valid Digital Signature (DSCs) will be able to participate in this e-Tender to be conducted on the Gem.**
4. Bidders are required to visit the above premises between 11.00 am and 5.00pm on any working day for which the bidders may contact the aforesaid Assistant Director(Systems) to survey the available hardware and infrastructure. They also have to affix their signatures in the Register maintained for this purpose, as proof of having visited the premises. **The online bids of those bidders who have not affixed their signature in the aforesaid register will not be entertained.**
5. Unless legally exempted, the contractor should be **registered with GST, ESI and PF** Departments and should pay their Government dues promptly. **Relevant documents are to be uploaded as evidence** for the above registrations.
6. Along with the bids, the bidder shall upload a **copy of his/her PAN card and Income Tax Returns for the last 3 years (2020-21/2021-22 & 2022-23).**
7. **The bidder shall have a minimum experience of 3 years in their Profession, providing such service to Govt Organization and other Large public sector or large corporate offices. Copies of agreement/ work order from major clients shall be provided as documentary evidence. Certificate of appreciation, if any from the present clients shall be uploaded**(A list of current major clients of the bidder, containing the name of the firm/agency, name of the Contact

- person and the Contact person's phone number, should be furnished).
8. **Credentials or certificates in support of bidder's experience in the last three years in similar nature of work should be uploaded.**
  9. The bidder has to upload documents to show satisfactory completion of work of similar nature during the last 3 financial years (2021-22, 2022-23 & 2023-2024).
  10. It will be obligatory on the part of the tenderer to sign each page of the tender documents and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the qualifying bid. On award of work, the bidder will have to enter into an Agreement with the Additional Director General, NACIN, Chennai.
  11. The bidder must produce a solvency certificate for the F.Y. 2023-24 from his banker for an amount not less than the amount of the contract period.
  12. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s) / director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

#### **V. Consolidated List of Assets to be included in the AMC**

<b>S.No.</b>	<b>Category of IT equipment</b>	<b>Nos.</b>
<b>At NACIN Academy , Ambattur Industrial Estate, Chennai-58</b>		
1	All in One Desktop computers	14
2	Desktop PCs with monitor	17
3	Laptop computers	13
4	Multi-Functional Printers - (with scanner) Lasetjet-9 & Inkjet-9)	18
5	Printers (without scanner)	2
6	Hi-Speed Photocopiers	4
7	Wireless Access Points	6
8	LAN Network points	109
9	UPS - Numeric 10 KVA	2
10	Network Router Switches (4) & Load Balancer(1)	5
<b>At NACIN Hostel/Media Lab at Central Revenue Quarters, Anna Nagar, Chennai-600 040</b>		
1	All in One Desktop computers	1
2	HP Laser jet MFP	1
3	UPS - 2.5 KVA - Luminous Brand Cruze Model	1
4	UPS - 650va - Legends	1
5	Apple iMac Personal Computer	1

**Descriptive list of IT Assets (other than LAN Network Points) are detailed in Annexure-F.**

#### **VI. TERMS AND CONDITIONS**

The Bidder/Contractor shall be considered for award of contract, only if it agrees to abide by the following terms & conditions:

1. The Bidder should be registered under the Provident Fund Act, ESI Act, Labour Law and other relevant statutory enactments relating to the employment of labour. Documentary Proof in support of the same should be uploaded.
2. The Bidder shall have a minimum experience of 3 years in their Profession, providing such service to Govt Organization and other Large public sector or large corporate offices. Copies of agreement/ work order from clients shall be provided as documentary evidence. Certificate of appreciation, if any from the present clients shall be uploaded.
3. Documentary proof in support of agreement / work order entered into with few major clients like PSU/Govt. Organizations and big corporate entities, shall be uploaded.
4. The Bidder should have GST registration & should comply with all obligations under CGST/SGST/ISGT Acts and Rules made thereunder. Documentary evidence shall be uploaded.
5. The agreement will be in force for a period of twelve months (12) months from the date of awarding of contract. This office reserves the right to extend the duration of the contract for a further period of 3 months subject to satisfactory performance and on mutually agreed terms and conditions.
6. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected.
7. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.
8. Before uploading their bids, bidders have to visit the premises of this office, assess the requirement and affix their signature, as a token of their visit, in a register maintained for this purpose. Only those bids submitted by bidders who have visited the premises and inspected the installations will be considered.
9. **Performance Guarantee: The successful bidder shall submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee Receipt with auto renewal clause @ 5% of the annual value of contract, within ten days from the date of awarding of the contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit. The amount deposited as a Performance Guarantee can be utilized to recover amounts towards non-performance, undue delay or loss incurred, which could not be otherwise recovered from the Contractor.**
10. The payment of AMC charges will be made at the end of each quarter (3 months), after satisfactory completion of work for that quarter. No Advance Payment will be made. The contractor has to prepare invoices/bills for each quarter along with service report, Inspection report, etc., and to be submitted on the following month of the Quarter. On submission of invoice and all relevant supporting documents (and submission of necessary clarifications, if there were any queries communicated by this office), the payment to the contractor will be made by this office within 20 days of submission of bills. No Interest is payable by this office in case of any unavoidable delay in settling the bills, though the department would take all practical efforts to settle the bill within 20 days. No other claim on whatever account shall be entertained by this office. TDS at the rates applicable shall be deducted U/S194 (c) of Income Tax Act 1961 on the whole amount.
11. In case, the Contractor withdraws, or the department terminates the contract for

violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against the Performance guarantee provided by the successful bidder.

12. This office reserves the right to terminate the services of the contractor at any time after giving one month notice.
13. All the existing statutory regulations of both State & Central governments shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by this Office.
14. The Successful Bidder shall strictly comply with the terms and conditions of the agreement which will be executed with the successful tenderer. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
15. Any dispute arising out of this agreement or that which arises in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only. NACIN, Chennai is entitled to withhold payments due to the contractor in case of any dispute, till it is resolved.
16. In case of technical queries, the GeM helpdesk may be contacted at 1800-419-3436 / 1800-102-3436.

## **VII. TECHNICAL BID**

- a. Bids will be opened as per date/time as mentioned in the **Time Schedule of the Tender**. After online opening of Technical Bid, the results of their qualification as well as Financial Bid opening will be intimated later.
- b. Signed and scanned copy of Technical bid document in **Annexure A**,
- c. Signed and scanned copies of Certificates like GST Registration, PAN No., ESI Registration, PF Registration, Income Tax Returns for last 3 years, etc.
- d. Signed and scanned copy of General Undertaking of the bidder (Tender Acceptance Letter - **Annexure B**)
- e. **Please ensure that the bid amount is not seen when the Technical Bid is opened. The bids of any such bidder, who exposes the bid amount during the technical bid stage, will be summarily rejected.**
- f. Undertaking by the Bidder **Annexure-C**

## **VIII. Financial Bid.**

1. The financial bid should contain the quotation for maintenance charges per item in terms of whole contract period basis only--- **SCHEDULE OF PRICE (Item rate for Bill of Quantity - Annexure-E)** in the prescribed excel format.
2. The financial bid should also mention the total maintenance charges for the whole Contract Period.
3. The amount of Contract should be inclusive of GST and other taxes to be borne by the vendor.
4. No escalation of prices would be permitted on any ground during the Contract period.
5. Price bid undertaking **ANNEXURE – D** (To be uploaded in the Company's letter head with seal and signature)



## ANNEXURE-A

**TECHNICAL BID**

<b>Sl.No.</b>	<b>Category</b>	<b>Details</b>
1	Name of firm/Contractor	
2	Address in Chennai	
3	Contact person	
4	Contact phone numbers: Landline: Mobile:	
5	PAN Number	
6	GST Registration No.	
7	Number of service technicians available in Chennai	
8	Is the list of clients and references uploaded, with contact person and phone numbers	
9	Did the bidder visit the NACIN office & hostel premises	
10	Did they affix their signature in the relevant Registers	

Signature of authorised signatory :

Name of authorised signatory :

Office seal :

**ANNEXURE-B****TENDER ACCEPTANCE LETTER**

(To be uploaded in the Company's letter head with seal and signature)

Date:

To

The Additional Director General,  
National Academy of Customs, Indirect Taxes &  
Narcotics,  
Plot No.3/86 E, AIEMA Road, Ambattur Industrial  
Estate, Near AMBIT IT Park, Chennai-600058.

Sir,

Sub: Acceptance of Terms &amp; Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(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/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of 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 the 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 shall 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-C**

#### **UNDERTAKING BY THE BIDDER**

1. I..... Son/Daughter/  
Wife of Shri.....Proprietor/Partner/  
Director/Authorized signatory of M/s.....  
am competent to sign this declaration and execute this tender document.
2. We have been duly registered with the EPF & ESIC and we have not been in default of payment of EPF/ESI to any of our Employees upto June 2024.
3. We have not incurred loss in the last three years as i.e. 2020-21, 2021-22 and 2022-23.
4. If we are entrusted with the work, we assure you that we will undertake the work properly, without any delay.
5. We have read and understood the terms and conditions of this tender.
6. We have also visited the premises of NACIN office and hostel and understood the technical requirements of the organisation.
7. We hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that in case any of the information/details furnished by us is found to be false & incorrect at any stage, our contract can be terminated immediately and our company will be liable for being blacklisted for future transaction with the Department.
8. We declare that we have not been blacklisted by any Government organisation on any occasion.
9. We also declare that we do not have any criminal proceedings against us.

Date:

Place:

(Signature of Authorized Signatory of  
the firm/Company/Organisation)

**ANNEXURE-D**  
**ENCLOSURE TO THE FINANCIAL BID DOCUMENT**  
**PRICE BID UNDERTAKING**  
 (To be uploaded in the Company's letter head with seal and signature)

From:  
 (Full name and address of the Bidder)

To,

The Additional Director General,  
 National Academy of Customs, Indirect Taxes &  
 Narcotics,  
 Plot No.3/86 E, AIEMA Road, Ambattur Industrial  
 Estate, Near AMBIT IT Park, Chennai-600058.

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and  
 related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes.

Yours faithfully

Signature of the authorized person

**ANNEXURE-E**  
**EXCEL FORMAT (for FINANCIAL BID)**

**Tender Inviting Authority : Addl. Director General, NACIN Chennai**

**NAME OF THE WORK : AMC OF COMPUTERS, PRINTERS, UPS EQUIPMENT  
 & NETWORKING WITH DEPLOYMENT OF A RESIDENT ENGINEER**

**Contract Reference : File No.:NACIN/I/(22)/SERV/22/2020-ADMN**

Date Type : NUMBER	Date Type : TEXT	Date Type : NUMBER	Date Type : TEXT	Date Type : NUMBER	Date Type : NUMBER	Date Type : TEXT
Sl.No.	Item Description	Quantity	Units	Basic Rate (in figures to be	Total Amount	Total Amount inclusive of

			entered by the Bidder) Rs. P.	(in figures) Rs. P.	Taxes (in words)
	<b>Grand Total Amount (exclusive of taxes)</b>			<b>XX</b>	<b>XX</b>
	<b>Taxes /GST @ -- (on Grand Total amount)</b>			<b>XX</b>	<b>XX</b>
	<b>Grand Total Amount (inclusive of taxes/GST)</b>			<b>XX</b>	<b>XX</b>

### ANNEXURE-F

Descriptive list of IT Assets (other than LAN Ports) is given below :

#### LIST OF IT ASSETS OF NACIN CHENNAI

NACIN Academic Campus		
SL.no	Description	Count
<b>System</b>		
1	DELL OptiPlex 5480 All-In-One	1
2	HP 200 Pro G4 22 All-in-One PC	7
3	HP 280 G1 Microtower PC	5
4	HP 280 G4 Base Model Microtower PC	6
5	HP 406 G1 Microtower PC	1
6	HP Desktop Pro G2 Microtower PC	5
7	HP ProOne 400 G4 20-inch Non-Touch All-in-One Business PC	4
8	HP ProOne 400 G6 24inch All-in-One PC	2
	<b>Total</b>	<b>31</b>
<b>Printers With scanner</b>		
1	Epson L3156	2
2	HP Colour Laserjet MFP M477fdw	1
3	HP Laserjet MFP M126nw	1
4	HP Laserjet MFP M28fn	4
5	HP Laserjet pro MFP M226dw	1
6	HP Laserjet PROFESSIONAL M1213nf MFP	2
7	HP Refill tank wireless 410	1
8	HP Smart tank 790 Series	5
	<b>Total</b>	<b>17</b>
<b>Printer Without scanner</b>		
1	HP Officejet Pro 6230	1
2	Hp Pagewide Pro 552	1

	<b>Total</b>	<b>2</b>
<b>Hi-Speed Photocopiers</b>		
1	HP Laserjet MFP E82540	1
2	xerox alta IRefill c8130	1
3	xerox work center	1
4	xerox versa IRefill B7030 multifuntion printer	1
	<b>Total</b>	<b>4</b>
<b>Laptop</b>		
1	DELL / LATITUDE 3490	5
2	DELL / LATITUDE 5280	1
3	HP / 348 G4	2
4	LENOVO THINKPAD	5
	<b>Total</b>	<b>13</b>
<b>Wireless access point (WAP)</b>		
1	EAP 225	2
2	TL-WA901ND	1
3	EAP 245	1
4	EAP 115	2
	<b>Total</b>	<b>6</b>
<b>Network Router Switches &amp; Load Balancer</b>		
1	TP Link TL-SG1024D	4
2	TP Link load blancer	1
	<b>Total</b>	<b>5</b>
<b>UPS</b>		
1	Numeric 10kva ups	2
	<b>Total</b>	<b>2</b>

<b>Nacin hostel</b>		
<b>SL.no</b>	<b>Description</b>	<b>Count</b>
1	Apple iMac Personal Computer	1
2	HP 200 Pro G4 22 All-in-One PC	1
	<b>Total</b>	<b>2</b>
<b>Printer With scanner</b>		
1	HP Laserjet PROFESSIONAL M1213nf MFP	1
<b>UPS</b>		
1	Legend 650va	1
2	luminous cruze 2.5kva	1
	<b>Total</b>	<b>2</b>