



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER (APPEALS)  
CGST, CENTRAL EXCISE AND CUSTOMS  
3rd FLOOR, GST BHAWAN, KEDAR ROAD,  
MACHKHOWA, GUWAHATI-781001  
e-mail: cex-appeals-ghy@nic.in



**INVITING QUOTATIONS FOR DESKTOP COMPUTERS & PERIPHERALS**

Sealed quotation is invited from the vendors for the supply of Desktop Computers and other IT items for the Office of the Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan, Kedar Road, Guwahati-1.

2. The sealed quotation should be addressed to the Joint Commissioner, o/o The Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan (Room No. 306), Kedar Road, Guwahati-781001.
3. The quotations have to be submitted as per Terms and Conditions at Annexure-'A' and the details of the items to be supplied are given in Annexure-'B'.
4. The sealed quotation complete in all respect should reach this office by 27<sup>th</sup> January 2020 upto 1300 hours. The bids will be opened by the designated purchase committee at 1500 hours on 27<sup>th</sup> January 2020 in the presence of all such bidders or their representatives who wish to be present.
5. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid.
6. The office of the Commissioner (Appeals), CGST, Central Excise & Customs, Guwahati reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/incomplete/belated will not be entertained.

Sd/-

( SHASHANK DWIVEDI )  
Joint Commissioner

C.NO. II(39)08/Commr.(A)/GHY/Misc-items/17/ 116

Date: - 20/01/2020

Copy to:-

1. ✓ The Joint Commissioner, CCO, Guwahati. He is requested to upload the quotation notice on the official website of Guwahati Zone website [www.cexcusner.gov.in](http://www.cexcusner.gov.in).
2. Notice Board, Guwahati CGST/ Guwahati CGST (Audit) / Guwahati CGST(Appeals), GST Bhawan, Kedar Road, Machkhowa, Guwahati-781001.

*Divided*  
20/1/2020  
( SHASHANK DWIVEDI )  
Joint Commissioner

## Annexure-‘A’ [Terms and Conditions]

- 1) The quotation is to be submitted in sealed envelopes clearly superscribing “**Quotation for supply of Desktop Computers & Peripherals**”. The name of the agency/firm must be mentioned on the envelope.
- 2) The successful vendor shall supply the prescribed items within 14 (fourteen) days from the date of issue of supply letter.
- 3) The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
- 4) The make / brand of the quoted items must be mentioned.
- 5) The tender documents in the prescribed form duly signed and stamped, in a sealed cover, may be submitted to the Administrative Officer, o/o The Commissioner (Appeals), CGST, Central Excise and Customs, GST Bhawan (Room No. 330), Kedar Road, Guwahati-781001. The quotation may also be sent by Registered Post to be delivered within the stipulated time.
- 6) The parties who wish to be present at the time of opening of Quotation may represent themselves or authorize their representatives with an authority letter. Otherwise the bids will be opened in their absence and no claim will be entertained in future.
- 7) The offer/bid received incomplete and/or received after the due date shall be summarily rejected.
- 8) The bidder should have GST registration number.
- 9) Rates inclusive of all taxes to be quoted both in figures & words. Rates once accepted will be treated as final & no alteration or modification of rate will be entertained for any reasons whatsoever.
- 10) No advance payment will be made. All taxes will be deducted from the bill amount as per Govt. norms.
- 11) All the pages of the quotation being submitted should be serially numbered and signed by the authorized person and his full name, designation, contact no. should be indicated below his/her signature and proof of identity should be submitted along with the quotation.
- 12) Delay in work will be considered as no supply and no price could be claimed in that respect.
- 13) The quotation submitted by Fax/email will not be considered. No correspondence will be entertained in this matter.

## Annexure - 'B'

S. NO.	Item	Specification/ Configuration	Quantity	Rate (per unit)	Total amount (inclusive of all taxes)
1.	Desktop Computer with onsite warranty for 3 years	<p>Processor: Intel Core i5 7<sup>th</sup> Gen  RAM: 4 GB minimum  HDD: 500 GB  Integrated Graphics Card  DVD/CD ROM drive  USB port 6+ (out of which at least two are USB 3.0)  HDMI port  1 VGA  Network Gigabit Ethernet and WiFi  Integrated Audio Controller  Audio port (Front: 1 Mic, 1 Speaker and Rear: 1 Line in, 1 Line out)  Monitor 18" or more  USB Keyboard  USB Optical Mouse  Small Form Factor (SFF) casing  OS: Windows 10 Pro  Software: MS Office Basic  Anti-virus: Reputed one for 3 yrs</p>	05 (five) sets		
2.	UPS	Online 600 VA	05 (five) Nos.		
3.	Printer	<p>Printing technology: B/W Laser  Paper size: A4  Print resolution: 2400 X 600 dpi</p>	05 (five) Nos.		