



सीमा शुल्क आयुक्त (निवारक) का कार्यालय
Office of the Commissioner of Customs (Preventive)
110, महात्मा गांधी रोड, पूर्वोत्तर क्षेत्र, शिलांग 793001, मेघालय
110, Mahatma Gandhi Road, NER, Shillong - 793001, Meghalaya

फोन/Phone: 0364-2222597/2225325/2229005/2210103. फैक्स/Fax: 0364-2223440/2229007. email:
cusshg@gmail.com

निविदा सूचना / Tender Notice

Sealed quotations are invited from Govt. Registered reputed firms/Small and Medium Enterprises for the supply of 14 (fourteen) nos. of Optical Finger Print Scanner for Biometric Attendance System (Desktop) for the Office of the Assistant Commissioner, Customs Division, Agartala, Tripura. The tender is invited in two parts i.e. (1) **Technical Bid** – as per Proforma 'A' (2) **Financial Bid** – as per Proforma 'B'. The valid Technical bids shall be scrutinized by this office to short list the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders who have qualified in Technical Bid will be opened. The copy of the tender may be obtained from the office of the undersigned between 10.30 am to 4.30 pm on working days or from the departmental website www.shillongcustoms.gov.in

Terms and conditions:-

1. The sealed tenders should be submitted to the Deputy Commissioner (P&V) (by name), Commissionerate of Customs (Prev), North Eastern Region, Custom House, 110, M.G. Road, Shillong, Pin-793 001, Meghalaya. in a sealed envelope marked clearly on top "Tender for Optical Finger Print Scanner for Biometric Attendance System (Desktop)" enclosing two separate sealed envelopes for Technical and Financial Bids marked clearly on top as 'Technical Bid' and 'Financial Bid'. The sealed quotations should reach this office or must be dropped in the Tender Box latest by **1500hrs.on 03.12.2019** Tenders received after due date and time shall be summarily rejected.
2. Tenders shall be opened by Purchase Committee on the next working day. Bidders may send their representatives to be present when the tender is opened, if they so desire.
3. Commissioner of Customs (Prev), North Eastern Region, Shillong reserves the right to accept or reject any of the tender without assigning any reason.
4. The copy of documents regarding Govt. Registration, GST, etc. may be submitted alongwith the tender.
5. The rate should be quoted inclusive of all taxes. Rates must be shown in figures as well as in words. In case of any variance between amount quoted in figures and words the tender will be summarily rejected.
6. Payment against Bill(s)/Invoice(s) will be released on satisfactory completion of the works.
7. No correspondence will be made with unsuccessful tenderer.

Enclo.:- Proforma 'A' & 'B'

SH/ -
(पी. खर्जती/P. Kharjanti)

प्रशा.अधि(सा. प्रशा)/Administrative Officer (GL.Adm)

C.NO.I(22)9/GL.ADM/HQRS/SH/2018 /12311-12(A)
Copy forwarded for information and necessary action to:-

Dated:- 18 NOV 2019

1. PRO, Customs Hqrs. , Shillong with a request to display the Tender in the office Notice Board.
2. Superintendent (Computer & Training), Customs Hqrs. Shillong with request to upload the Tender Notice to the Departmental Website.

(पी. खर्जती/P. Kharjanti)

प्रशा.अधि(सा. प्रशा)/Administrative Officer (GL.Adm)

Proforma 'A'

PROFORMA FOR SUBMISSION OF TECHNICAL BID :-

| | | |
|---|--|--|
| 1 | Name of the Registered firm/Organization | |
| 2 | Address alongwith Contact No. | |
| 3 | Status of ownership – proprietorship propriety /partnership/company | |
| 4 | Copy of Registration Certificate of firm | |
| 5 | Copy of PAN/TAN of the Firm . | |
| 6 | Name (s) of the Organisation(s) where similar work has been completed by the Firm (documents to be attached) | |
| 7 | Whether After sale service is available at Agartala, Tripura? (Yes/No) | |

Signature of authorized Signatory with date:-

Name :-

Name of the Firm:-

Address :-

Seal :-

Proforma 'B'

(price Inclusive of taxes)

PROFORMA FOR SUBMISSION OF FINANCIAL BID :-

| SL.No. | Item and Description | Amount quoted (In Rs) |
|--------------|--|-----------------------|
| 1. | Optical Finger Print scanner for Biometric Attendance System (Desktop) | |
| 2. | INSTALLATION CHARGES | |
| TOTAL | | |

Rupees..... only

Signature of authorized Signatory with date:-

Name :-

Name of the Firm:-

Address :-

Seal :-