



भारत सरकार **GOVERNMENT OF INDIA**  
वित्त मंत्रालय **MINISTRY OF FINANCE**  
राजस्व विभाग **DEPARTMENT OF REVENUE**

केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**

सीमा शुल्क आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**

सीमा शुल्क गृह, विलिंग्टन आईलैंड, कोच्चिन  
**CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009**

Sevottam Compliant



An IS 15700 certified Custom House

**Website:** [www.cochincustoms.gov.in](http://www.cochincustoms.gov.in)

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F.No.S.31/199/2018-Pr.Cus.(WH)

Dated : 08.03.2019

### **NOTICE INVITING TENDER**

E-Tenders are invited by the Office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin – 682009, from reputed manufacturers / dealers for providing Digital Weighing Machine as per the requirement mentioned below:

#### **Scope of work:**

The work shall include supply of the above mentioned items related to installation and other fitting materials but will not be restricted to the same and may include any additional items that are necessary for such installation.

The work shall also include carriage, loading, unloading, transportation, all labour works related with supply/purchase and installation of the **ABOVE SAID INSTRUMENT**.

#### 1) Specifications for **Digital Weighing Machine**

Digital Weighing Machine with all accessories  
Weighing Capacity – 4000 gram  
Minimum weighing value – 0.01 gram  
Accuracy – 0.01 gram  
Pan size – 25 cm x 25 cm  
Display Type – Vacuum Fluorescent Display (VFD)  
Power Type – 6V/DC/300mA via 230V AC main adaptor  
Warranty – 24 months

### **TIME SCHEDULE FOR TENDER**

<b>SL No.</b>	<b>Particulars</b>	<b>Date</b>
1	Tender e-publish date	09/03/2019
2	Bid submission last date	18/03/2019, 03:00 PM
3	Bid opening date	19/03/2019, 03:00 PM

2. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site <http://eprocure.gov.in/eprocure/app> as per the schedule given in time schedule for tender as above. Aspiring Bidders who have not enrolled/registered for e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders shall submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the website <http://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.

3. The tenders shall be submitted online, in two parts viz. Technical Bid and Financial Bid, along with all the tender documents and the Tender Acceptance Letter duly signed in all the pages. The format of Technical and Financial Bid is mentioned in Annexure-II & III. All the pages of the bid must be sequentially numbered and signed. Over writing, if any, has to be duly initialled by the bidder or his authorised signatory irrespective of nature of content of the documents before uploading. In case of non-uploading of copies of documents specified, such bids shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> shall not be considered. No correspondence will be entertained in this matter.

4. Interested dealers / manufacturers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

5. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.

6. Interested dealers / manufacturers may also download the tender from the official websites [www.cbic.gov.in](http://www.cbic.gov.in), [www.cochincustoms.nic.in](http://www.cochincustoms.nic.in). The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal <https://eprocure.gov.in/eprocure/app> on or before 3.00 PM on 18.03.2019. Offers received beyond the specified date/ time shall not be entertained.

Enclosures:

- (i) Annexure – I (General Instructions & Terms and conditions)
- (ii) Annexure – II (Bid Format)
- (iii) Annexure –III (Tender Acceptance Letter)
- (iv) Annexure – IV (Special Instructions for e-submission of bids)

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**(SUMIT KUMAR)**  
**COMMISSIONER OF CUSTOMS**

## **ANNEXURE-I**

### **General Instructions & Terms and conditions**

Online/e-tenders are invited from reputed dealers / manufacturers for supply of one number Digital Weighing Machine in the Office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin - 682009.

#### **Terms and Conditions:**

1. The tenderer shall be authorized dealer or bonafied Manufacturer as on date.
2. The terms and conditions shall form part of tender to be submitted by the bidder along with other documents.
3. The tenders shall be enclosed with EMD of Rs. 5,000/- from Nationalized Bank/Scheduled Bank in the form of Account Payee Demand Draft drawn in favour of 'Pay and Accounts Officer, Custom House, Cochin' payable at Cochin. The tender without EMD will not be processed further. The EMD must be sent to the address:- The Assistant Commissioner of Customs (Warehouse), Custom House Cochin, Willingdon Island, Cochin - 682009 through speed post/registered post or Hand Delivery and should reach on or before the last date of submission of bids. The exemption of EMD, if applicable to the Tenderer, has to be claimed well in advance in writing with documentary evidence, before filing the tender. The EMD of unsuccessful bidders will be returned as early as possible. If the party fails to provide the item within a stipulated time, the Demand Draft/Bank Guarantee will be forfeited and the contract will be awarded to the next successful bidder who has quoted the lower price. No interest shall be payable on the EMD.
4. In case of manufacturer, he must possess an experience of three years of manufacturing the said item. In case of authorized dealer, he must be dealer of the said Company / Brand for at least one year.
5. Tenderer should have completed at least three (3) similar type of work or order satisfactorily with state/central Govt. organization or undertaking. (List of such works should be enclosed)
6. The bidder should be free from all encumbrances and there shall not be any vigilance case/ CBI Case/ Court Case pending against him and also should not be black listed by any Govt./Semi-Govt./Private institution.(The undertaking in this regard to be enclosed)
7. The Vendor must have valid PAN No and a valid Bank Account in any of the Nationalized Banks/Scheduled Banks (In case of Ltd./Pvt. Ltd./Partnership Firm, the PAN and Account shall be in the name of the Firm/Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner.)

## 1. सामान्य शर्तें /General Conditions:-

- a. The product on offer shall carry a minimum warranty period of two years. Provision for extended warranty if any, may be indicated in the offer.
- b. Product on offer shall carry a free replacement guarantee period of a minimum 45 days in case the supplied product is found to be carrying a manufacturing defect or is a malfunctioning unit or defective on transportation.
- c. Removal of all debris, dirt and rubbish accumulated as a result of installation/commissioning of items and accessories and leaving the premises clean and orderly. The final settlement of the bill will be subjected to the said clause.
- d. As the tenderers are requested to quote their prices on F.O.R destination basis, (Free delivery to the consignee's premises), no kind of Tax or duty or other levies /transport charge / insurance/labour or any charges reimbursed/ paid/Borne by this office and no kind of exemption certificate will be issued.
- e. This office reserves the right to reject all or any tender in whole, or in part, without assigning any reason there. This office deserves the right to withdraw or cancel the tender formalities at any time without any notice.
- f. Advance payment will not be made under any circumstances. The payment shall be made through RTGS/ ECS only
- g. In case of delay / failure in supply, the indented items shall be purchased from the market at the risk and cost of the same shall be debited from the bidder. The extra expenditure involved in procuring supplies from elsewhere will be recoverable from the Contractor in full at discretion of the Commissioner of Customs.
- h. The price quoted should be valid for the 180 days. Any conditional acceptance is liable for rejection of tender.
- i. The rates quoted shall be in Indian currency only.

### MODE OF SUBMISSION OF TENDER:

1. The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal <https://eprocure.gov.in/eprocure/app> on or before 3.00 PM on 18.03.2019. Offers received beyond the specified date/ time shall not be entertained. The bidders are required to submit the bid in the prescribed format i.e. Annexure-II.

2. In the technical bid, the bidder will provide details about his experience in the field, the other organization for which he is providing such products if any details

regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotations for his charges. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

3. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

4. The tenderers are required to submit the complete rates/ quotations only after satisfying each and every condition laid down in the terms and conditions.

5. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.

6. Rate /Quotations should be submitted and signed by the firm with its current business address.

7. The contractors must comply with the rates /quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates / quotations and accepted by the department.

8. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons, thereof.

9. The tender details are also available at this office's notice board & website [www.cbic.gov.in](http://www.cbic.gov.in), [www.cochincustoms.nic.in](http://www.cochincustoms.nic.in) .

For any clarification in the matter may be made with Shri Ritesh Kumar Singh, Superintendent (GeM/e-procurement) at the office or on telephone number 0484-2669466 or Mobile number: 9496578184.

Encl: As above.

**(SUMIT KUMAR)**  
**COMMISSIONER OF CUSTOMS**

Copy to:

- 1) The Web Master, CBEC website with a request to give wide publicity to this letter through respective websites.
- 2) Notice Board.

**Annexure -II**

**Bid Form**

1. Name of Bidder:
2. Address:
3. Telephone/Mobile No.:

<b>S.No.</b>	<b>Item details with specifications</b>	Rate (in figures and words) in Rs. ( <u>Excluding GST</u> )	Rate (in figures and words) in Rs. ( <u>including GST</u> )

Date: .....

Name and  
Designation  
Signature with  
stamp

Documents to be enclosed:

- (i) Copy of PAN Card
- (ii) Copy of GST Registration, if applicable
- (iii) Work Experience Certificates from the clients
- (iv) Tender Acceptance Letter duly signed by the Authorized Signatory
- (v) Scanned copy of DD for the purpose of Earnest Money deposit (EMD).



**Annexure – III (TENDER ACCEPTANCE LETTER)**

To

The Commissioner of Customs  
Custom House,  
Wilingdon Island, Cochin - 682009

Sir,

Subject: Acceptance of Terms & Conditions of tender for supply of one

number Digital Weighing Machine - Tender Reference No: \_\_

1. I / We have downloaded / obtained the tender document(s) for the above-mentioned tender 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 (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.
3. The corrigendum(s), issued from time to time by your department 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 we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by me/ us/ our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Name & Signature with stamp (if  
any) of Legal owner/Power of  
Attorney holder

## **ANNEXURE-IV**

### ***Special Instructions to the Bidders for e-submission of the bids online through the e-Procurement Portal (also available on CPPP <https://eprocure.gov.in/eprocure/app> under the web link 'Help for Contractors')***

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP

Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and 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 size of the scanned document.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for 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.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The 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 EMD/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.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

6) 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.

7) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), 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.

8) 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 bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1) 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.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.