



भारत सरकार / GOVERNMENT OF INDIA

आयकर विभाग/ INCOME TAX DEPARTMENT

प्रधान मुख्य आयकर आयुक्त का कार्यालय, तमिलनाडु,
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX

121, महात्मा गाँधी रोड, नुंगम्बाक्कम, चेन्नै 1, चेन्नै

121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034

Phone No 044-28338016 / Tele-Fax No.044-28338316

e-mail : itoaccounts.chn@nic.in / itoaccts@gmail.com

C.No.660(2)/Accts/Modernization/2015-16

Date: 03-Sep-2015

TENDER FOR SUPPLY OF STORAGE UNIT

The Income Tax Department, Chennai invites sealed tenders from reputed manufacturers / dealers of furniture and who operate from Chennai for supply of Storage Unit to the Income Tax Offices under the jurisdiction of the Principal Chief Commissioner of Income Tax, Chennai. The prices quoted by the bidders for the items specified herein will be applicable for a period of one year from 01-Oct-2015 to 30-Sep-2016. The Department reserves the right to order the items on need basis during the one year period as mentioned above. The discretion to order the items solely vests with the department based on the availability of funds. Based on the performance and the quality of service proved by the bidders the rate contract may be extended for further period based on mutual consent.

I. TENDER PROCESS

1. The present Tender is for submission of Technical Bid and Financial Bid for supply of Storage Units to the Income Tax Department, Chennai. The tender form in the pro-forma prescribed in ANNEXURES-I & II, complete in all respects shall be submitted in separate **sealed covers** addressed to the Addl./Joint Commissioner of Income Tax (H.Qrs)(Admn.), O/o. The Principal Chief Commissioner of Income Tax, No. 121, M.G.Road, Nungambakkam, Chennai - 600 034, by **4.00 p.m.** on **28-Sep-2015**. The sealed covers should be super-scribed with "**Technical Bid - Storage Unit**" and "**Financial Bid - Storage Unit**". Technical Bids will be opened on **29-Sep-2015** at **11:00 a.m** in the presence of bidders who may be present, at the Conference Room, HallNo.117, First floor, Main Building, 121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600034. Incomplete bid documents shall be rejected. The valid Technical bids shall be scrutinized by the Department and Financial Bids of only those who qualify in the Technical Bid will be opened at **3.00 p.m** on **29-Sep-2015**. Late submission of bids shall not be accepted.

2. If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit of Rs.50,000/-** (Rupees Fifty Thousand only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of **The Administrative Officer, Office of the Principal Chief Commissioner of Income Tax, Chennai-34** shall accompany the Technical Bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the Technical bid are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit.**

4. **Performance Security:** Performance security to the tune of 5% of the value of each Purchase Order shall be paid by the successful bidder. On furnishing the Performance Security by the successful bidder for the first order placed by the Department, the EMD submitted will be returned. The Performance Security withheld shall be refunded to the supplier after a period of one year from the date of completion of supply of storage unit. Alternatively, an amount equivalent to 5% of the total value of the contract awarded shall be withheld from the payment due to the successful bidder on completion of supply of storage unit, for a period of one year from the date of supply.

5. **The tenderer shall sign and stamp each page of this tender document 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 Technical bid.** The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. ANNEXURES - I & II shall also have to be signed and stamped by the bidder or its authorized signatory.

6. The tender forms shall be rejected if it is not complete in any respect.

7. The tender documents are not transferable.

II. TERMS AND CONDITIONS

1) Conditions to be satisfied in the Technical bid:

a) Bidder must have Sales Tax Registration. Evidence should be enclosed.

b) The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.

c) The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for the Financial Year 2013-14 (Assessment Year 2014-15) should be enclosed along with the Technical bid.

d) The bidder must have been in receipt of gross contractual receipts of Rupees One Crore and above during the Financial Year 2013-14 (Asst. Year 2014-15). A statement showing list of clients along with evidence for contractual receipts should be enclosed along with the Technical bid.

e) Name and Address of the two clients in Chennai to whom storage unit items have been provided in the past shall be provided. Inspection may be made by an authorized departmental official, if necessary, while processing the Technical bid.

2) The selection procedure includes the following:-

a) Based on the above terms and conditions, the Technical bids shall be scrutinized and the bidders will be shortlisted for opening of financial bids.

b) Bidders may inspect the site, if necessary, before submission of their tender.

3) Rate and prices: The Bidders shall quote their rates for the proposed storage unit in the proforma for the financial bids. **The rate quoted shall be exclusive of all taxes.** The taxes applicable shall be shown separately in percentage and amount. The prices quoted shall be written in figures and words as well.

4) Payment Terms: The supplier shall submit the bill only on supply of storage unit along with the acknowledgements obtained from the respective offices. No payment will be made in advance to the supplier.

5) The selected suppliers shall be in a position to supply the storage unit within 15 days of placing the purchase orders.

III. ITEM SPECIFICATIONS OF STORAGE UNIT:

Item No.1

Size: 1950mm X 900mm X 450mm (H X W X D)

Top panel: 25mm thick pre-laminated particle board duly post-formed.

Shelves: 4 shelves making 5 compartments of 25mm thick pre-laminated particle board PVC edge beeding.

Bottom panel: 25mm thick pre-laminated particle board

Other panels: Legs, Backsheet and Shutters made of 18mm thick pre-laminated particle board and swing type shutter with spring hinges, coated steel handle and lock & key arrangements.

Item No.II

Size: 1950mm X 900mm X 525mm (H X W X D)

Top panel: 25mm thick pre-laminated particle board duly post-formed.

Shelves: 4 shelves making 5 compartments of 25mm thick pre-laminated particle board PVC edge beeding.

Bottom panel: 25mm thick pre-laminated particle board

Other panels: Legs, Backsheet and Shutters made of 18mm thick pre-laminated particle board and swing type shutter with spring hinges, coated steel handle and lock & key arrangements.

Item No.III

Size: 1230mm X 900mm X 450mm (H X W X D)

Top panel: 25mm thick pre-laminated particle board duly post-formed.

Shelves: 4 shelves making 5 compartments of 25mm thick pre-laminated particle board PVC edge beeding.

Bottom panel: 25mm thick pre-laminated particle board

Other panels: Legs, Backsheet and Shutters made of 18mm thick pre-laminated particle board and swing type shutter with spring hinges, coated steel handle and lock & key arrangements.

Item No.IV

Size: 1230mm X 900mm X 525mm (H X W X D)

Top panel: 25mm thick pre-laminated particle board duly post-formed.

Shelves: 4 shelves making 5 compartments of 25mm thick pre-laminated particle board PVC edge beeding.

Bottom panel: 25mm thick pre-laminated particle board

Other panels: Legs, Backsheet and Shutters made of 18mm thick pre-laminated particle board and swing type shutter with spring hinges, coated steel handle and lock & key arrangements.

IMPORTANT NOTE:

1. Successful bidders will be decided for each item of storage unit listed above, separately.
2. The colour of the pre-laminated board to be used in the storage unit will be specified wherever necessary, while placing specific orders.
3. Annexure (duly filled-in) along with necessary enclosures to be submitted at the time of applying for the tender.
4. Earnest Money Deposit (EMD) for Rs.50,000/- (Rupees Fifty Thousand only) Demand Draft / Banker's Cheque drawn in favour of " The Administrative Officer, O/o. The Principal Chief Commissioner of Income Tax, Chennai-34" should be enclosed along with the tender document.
5. The rates quoted shall be valid for the period upto 30-Sep-2016.
6. Tender Document should compulsorily be signed on all pages.

(M.MATHIVANAN)
Additional Commissioner of Income Tax (H.Qrs)(Admn.)
O/o.Principal Chief Commissioner of Income Tax
Chennai - 600 034

TECHNICAL BID DOCUMENT

(ANNEXURE-I)

1. Name of the party :
2. Address (with Tel No. & Fax No.) :
3. Name & Address of the Proprietor / Partners / Directors (with Mobile No. & Email-id) :
4. Contact Person(s) with Designation (with Mobile No. & Email-id) :
5. Details of Sales Tax Registration along with evidence. : (YES / NO)
6. Permanent Account Number (PAN) : (YES / NO)
7. Evidence for filing of IT returns along with Income and Expenditure Account & Balance sheet for the Assessment year 2014-15 to be enclosed : (YES / NO)
8. Evidence for Gross Contractual Receipts being more than Rs.One Crore, in the form of audited accounts for the Financial Year ending on 31-Mar-2015 : (YES / NO)
9. Earnest Money Deposit (EMD) : (YES / NO)

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my Earnest Money Deposit (EMD) forfeited and that I/We will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

(ANNEXURE-II)

1. Name of the Party :
2. Address (with Tel No. & Fax No.) :
3. Name & Address of the Proprietor / Partners / Directors (with Mobile No.) :
4. Contact Person(s) (with mobile number) :
5. Rates (Both in words and figures) :

Item No.	Rate per unit (Rs.) (Exclusive of taxes)	Taxes
I		
II		
III		
IV		

* The applicable taxes shall be shown separately in percentage and amount.

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)