



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](mailto:itoaccounts.chn@nic.in) / [itoaccts@gmail.com](mailto:itoaccts@gmail.com)

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

Date: 12-Oct-2015

### **NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF COMPACTORS**

The Income Tax Department, Chennai invites sealed tenders from either a corporate entity or partnership firm with office in Chennai who are original manufacturers of compactors, for supply and installation of compactors in our office premises located at Tower - I, New Administration Building, BSNL, No.16, Greams Road, Chennai - 6. Approximate number of compactors required will be 400 Nos. of the following specification (6' height X 1'-6" depth X 3' length) comprising of various bays.

The prices quoted by the bidders for the compactors herein will be applicable for a period of one year from 16-Nov-2015 to 15-Nov-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 provided by the successful bidder, 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 and installation of compactors 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 - 34, by **4.00 p.m. on 04-Nov-2015**. The sealed covers should be super-scribed with "**Technical Bid - Supply and Installation of Compactors**" and "**Financial Bid - Supply and Installation of Compactors**". Technical Bids will be opened on **05-Nov-2015** at **11.00 a.m.** in the presence of bidders at Conference Room, Hall No.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 05-Nov-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 total value of contract shall be paid by the successful bidder. On furnishing the Performance Guarantee by the successful bidder, the EMD submitted will be returned. The performance security paid by the contractor shall be refunded to the contractor after a period of one year from the date of completion of supply and installation of compactors. 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 work / supply, for a period of one year from the date of installation / 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. The price quoted by the bidder shall be written in figures & words as well. 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 aspect.

7. The tender documents are not transferable

8. The tender should contain rates for all types of units viz. mechanical drive double faced units and mechanical drive single faced units, stationery single faced unit comprising of various bays with the following specifications. The Department will not pay anything extra other than the rates accepted. The Department will not entertain any prayers for payment of any tax whatsoever thereafter.

9. **Specifications:** The tenderer may quote the prices for various numbers of bays (the size of each bay being 6' height X 1'-6" depth X 3' length) to facilitate optimum utilization of the space available. Technical bid should invariably include quality of materials used for the fasteners, base frames, guide rails, driving wheel, drive cover panel, shelves. Materials supplied should be subject to anti-rust treatment. Raw materials of the compactors should be of prime quality confirming to BIS standards.

The bodies including shelves are given antirust surface treatment and are power coated with epoxy polyester powder. It involves an 8 step treatment consisting of hot water rinse, knock of degreasing, degreasing, cold water rinse phosphating, cold water rinse and passivation & dry off oven treatment. Final finish consists of epoxy polyester power coating of approved color & shade with a dry film thickness of minimum 40 microns. The testing of paint is done for various physical & chemical properties as per IS: 101. The material is then oven baked with a controlled temperature of 180 deg.C to 200 deg.C.

The shelf should be made of 0.8 thickness CRCA steel conforming to IS: 513 Gr.D or DD. It's maximum load bearing capacity is 80 Kg uniformly distributed per shelf.

The undercarriage is a welded frame made of HR sheet 3.15 mm thickness conforming to IS: 10748 suitably fabricated to take the loads based on configuration. The undercarriage, after pre-treatment, is coated with final finish consisting of epoxy polyester power coat of approved color & shade with a dry film thickness of minimum 40 microns.

A centralized locking arrangement is provided through locking stiffener mounted onto back of single last unit so that it gets locked on channels when all the units are brought together.

10. Arrangements will be made to keep the site open on 26-Oct-2015 at 3.00 pm so that tenderers can visit and have an inspection of the space in which compactors are going to be installed.

## **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 tenderer must possess any one of the following certifications and shall enclose evidences in support of the same:
  - ISO 9001:2000 Certificate
  - ISO: 14001 Certificate
  - BIS Certificate
- d) The evidence for filing of returns of income along with Profit and Loss Account and Balance Sheet for the Financial Year 2013-14 (Asst. Year 2014-15) should be enclosed along with the Technical bid.
- e) The bidder must have been in receipt of gross contractual receipts of Rs.Five 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.
- f) Name and Address of the two clients in Chennai to whom compactors 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:-**

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

**3) Rate and prices:** The Bidders shall quote their rates for the proposed compactors in the proforma for the Financial bids. **The rate quoted shall be exclusive of all taxes.** The applicable tax rates 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 after installation of compactors, along with the acknowledgements obtained from the respective offices. No payment will be made in advance to the supplier.

5) The selected supplier shall be in a position to complete the work within two months in all respects of awarding the contract along with the final layout drawings.

**IMPORTANT NOTE:**

1. The prices quoted by the bidders shall be inclusive of fixing the compactors in the offices identified by the Department, which includes labour and other incidental costs etc.
2. Annexure (duly filled-in) along with necessary enclosures to be submitted at the time of applying for the tender.
3. 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.
4. Tender Document should compulsorily be signed on all pages for having read and understood the same.

**Sd/-**  
**(S.SARAVANA KUMARAN)**  
Joint Commissioner of Income Tax (H.Qrs)(Admn.)  
O/o.Principal Chief Commissioner of Income Tax  
Chennai - 34

**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.) :
4. Contact Person(s) with Designation :  
(with mobile number)
5. Details of Sales Tax Registration along with evidence : (YES / NO)
6. Permanent Account Number (PAN) : (YES / NO)
7. ISO 9001:2000 Certificate : (YES / NO)
8. ISO: 14001 Certificate : (YES / NO)
9. BIS Certificate : (YES / NO)
10. Evidence for filing of IT returns along with Income and Expenditure Account & Balance sheet for the Asst. year 2014-15 to be enclosed (YES/NO)
11. Evidence for Gross Contractual Receipts being more than Rs.5 Crores : (YES / NO)
12. Name and Address of two clients of in Chennai where inspection can be arranged. : (YES / NO)
13. 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) will be 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) :

Descriptions	Single bay	Two bay	Three bay	Four bay
Supply and installation of single faced static unit				
Supply and installation of single faced mobile unit				
Supply and installation of double faced mobile unit				

**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)