



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
# 121, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 34

C.No.621/Accts/GYM/2014-15

Date: 13-June-2014

**LIMITED TENDER FOR SUPPLY OF GYM EQUIPMENTS**

The Income Tax Department, Chennai invites sealed tenders from the authorized dealers of "**Gym Equipments**" for supply of the following items for the Gymnasium at the Income Tax Department, Chennai, subject to the following terms and conditions:

Sl.No.	Description of item	Quantity
1)	Commercial Treadmill - 3.5 HP continuous AC motor with latest features	2 Nos.
2)	Four Station Multi Gym	1 No.

**TENDER PROCESS**

1. Tender is invited in two parts i.e. (1) **Technical bid** and (2) **Financial bid**. The tender form for Technical bid in proforma prescribed in ANNEXURE - I and the tender form for the Financial bid in proforma prescribed in ANNEXURE - II, complete in all respects shall be submitted in **two separate sealed covers** addressed to the 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 PM on 24-June-2014**. Late submission of tenders shall not be accepted. The sealed covers should be superscribed with "**Technical Bid for supply of Gym Equipments**" and "**Financial Bid for supply of Gym Equipments**", respectively. Technical Bids will be opened on **25-June-2014 at 11.30 AM** in the presence of bidders at Conference Hall at Room No.117, First floor, Main Building, 121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600034. If the date of opening is declared a holiday, the quotations will be opened on next working day. Incomplete bid documents shall be rejected. The valid technical bids shall be scrutinized by the Department to short list the eligible bidders. The financial bids of the short listed bidders will be opened at **3.30 PM on 25-June-2014**. In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.

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

**Terms and Conditions:**

1. Technical bid / Financial bid shall contain the following:
  - (a) The firm/agency shall be based **in or around Chennai**.
  - (b) Authorization letter issued by the manufacturers to sell their products, in the case of Authorized Dealers.
  - (c) **Earnest Money Deposit (EMD)** of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft / Bankers' Cheque of scheduled bank drawn in favour of "The Administrative Officer, O/o.Principal Chief Commissioner of Income Tax, Chennai - 34".
  - (d) **Security Deposit:** The successful bidders has to submit 5% of the value of the contract as security deposit in the form of Demand Draft / Banker's cheque of a Schedule bank drawn in favour of "The Administrative Officer, O/o The Principal Chief Commissioner of Income Tax, Chennai-34" before awarding contract. The security deposit shall be released after completion of warranty period without any interest. The security deposit will be forfeited in the event of not honouring the commitment with regard to supply of equipments.
  - (e) The EMD of the successful bidders shall be released after submission of security deposit equivalent to 5% of the value of the work order. EMD will be returned to all the unsuccessful bidders at the end of the selection process.
  - (f) The firm should have obtained PAN (Permanent Account Number) and document proof for the same has to be enclosed.
  - (g) The firm/agency should be registered under Sales Tax, Service Tax Act as applicable. The document proof for the same has to be enclosed.
  - (h) Return of income filed along with a certified copy of the P&L account and Balance Sheet, evidencing that the Gross Turnover for the Financial Year 2012-13 (Asst. Year 2013-14) is over Rupees 25 lakhs.
  - (i) List of clients with the copy of the work order for supply & installation of Gym equipments in Government / PSU organization during the last three years.
  - (j) The supplier/dealer is responsible for installation & commissioning of Gym equipments in the campus.

- (k) Details of after sale warranty/guarantee/AMC charges etc. to be provided. Warranty period, where applicable should be clearly specified as per company / manufacturer's rules/norms. Under no circumstances it will be less than that offered by company / manufacturer.
- (l) Name of the manufacturer must be clearly specified while indicating the make of the products.
2. Financial bid shall indicate Taxes/Duties/Charges (Other taxes / duties / charges if any to be mentioned specially otherwise the price will be treated as inclusive of all).
  3. Tenderer must attach copies of their existing rate contracts if any with the DGS&D or any other state government.
  4. 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 herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the ANNEXURE I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.
  5. The selected suppliers shall be in a position to supply the Treadmills and Four Station Multi Gym within 3 days of placing the purchase orders.
  6. The Department may also increase or decrease the quantity of items.

**Sd/-**  
**(B.JAYARAGAVAN)**  
Joint Commissioner of Income Tax (H.Qrs)(Admn.)  
For Principal Chief Commissioner of Income Tax  
Chennai - 600 034

**TECHNICAL BID DOCUMENT FOR SUPPLY OF GYM EQUIPMENTS**

1. Name of the party :
2. Address (with Tel No. & Fax No.)
3. Contact Person(s) with Designation :  
(with Mobile No. & Email-id)
4. Details of Sales & Service Tax Registration  
along with evidence :
5. Authorized letter issued by the respective  
brand manufacturers to sell their products : (YES / NO) enclosed
6. Permanent Account Number (PAN) :
7. Evidence for filing of IT returns along with a  
Certified copy of the P & L Account & Balance  
sheet for the Financial year 2012-13 (Asst.  
Year 2013-14) to be enclosed :
8. Evidence for Gross Contractual Receipts  
being more than Rs.25 Lakhs, in the form of :  
audited accounts for the Financial Year  
ending on 31-Mar-2013
9. Earnest Money Deposit (EMD) :

**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/our Earnest Money Deposit (EMD) forfeited and that I/we will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

**FINANCIAL BID DOCUMENT FOR SUPPLY OF GYM EQUIPMENTS**

1. Name of the party :
2. Address (with Tel No. & Fax No.) :
3. Contact Person(s) with Designation :  
(with Mobile No. & Email-id)
4. Rates (Both in words and figures) :

Description of items / Make with specifications	Rate per unit (Rs.)	Tax (Rs.)	Total (Rs.)

\* 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 have any dealing with the Department in future.

(Signature of Authorized Signatory with date)