



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

C.No.Library/PRO/2013-14

Dated : 12-Mar-2014

**LIMITED TENDER FOR SUPPLY OF HP BRAND LAPTOP AND PERIPHERALS  
FOR RESOURCE CENTRE-CUM-LIBRARY**

The Income Tax Department, Chennai invites sealed tenders from the authorized dealers of “ **HP brand Laptop & Peripheral items** ” for supply of the following items and model nos., for Resource Centre-cum-Library to be set up at the Income Tax Department, Chennai, subject to the following terms and conditions:

Sl.No.	Description of Item	Brand & Model No.	Quantity
1.	Laptop	HP Laptop Probook 5000 / 440 G1	4 Nos.
2.	Printer (B & W)	HP LaserJet Printer 1020 Plus	1 No.
3.	Scanner	HP Scanner G4050 Flatbed	1 No.
4.	Colour Printer	HP LaserJet PRO400 MFP-M475dn	1 No.

**Terms and Conditions:**

1. Tender shall be submitted in 2 parts in the specified formats:
  - (a) Technical bid (Annexure - A)
  - (b) Financial bid (Annexure - B)
2. Technical bid shall contain the following:
  - (a) Authorization letter issued by the respective brand manufacturers to sell their products, in the case of Authorized Dealers.
  - (b) Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft / Bankers' Cheque of scheduled bank drawn in favour of “The Administrative Officer, O/o Chief Commissioner of Income Tax - I, Chennai - 34”.
  - (c) Permanent Account Number (PAN)

- (d) 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.
- (e) Evidence for having supplied HP products to Central Government Departments / Public Sector undertaking in the last one year.
3. Financial bid shall indicate **rate per unit exclusive of all applicable taxes** and duly indicating the applicable taxes and their percentage.
  4. The above two bids shall be submitted in 2 separate sealed covers addressed to the Joint Commissioner of Income Tax (H.Qrs)(Admn.), No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 upto **4.00 PM on 19-Mar-2014**.
  5. The sealed covers shall be superscribed with **“Technical Bids for supply of HP brand Laptops & Peripherals for Resource Centre-cum-Library”** and **“Financial Bids for supply of HP brand Laptops & Peripherals for Resource Centre-cum-Library”** separately. Technical bids shall be opened on **20-Mar-2014 at 12.00 Noon** in the presence of bidders at Conference Room, Room No.117, First floor, Main Building at the above address. The financial bids of successful technical bidders only will be opened subsequently on the same day at **4.00 PM**.
  6. Each page of the technical bid containing specification and financial bid should be signed and stamped by the bidder or its authorized signatory.
  7. **The rates quoted shall be valid upto 31-Mar-2014.**
  8. The selected suppliers shall be in a position to supply the Laptops & Peripherals within 5 days of placing the purchase orders.
  9. Department reserves the right to place orders for all or any of the item.
  10. The Department may also increase or decrease the quantity of items.
  11. The laptops shall be preloaded with Windows 8 Operating systems.
  12. The all items shall have an extended warranty of 2 years in addition to the 1 year warranty.
  13. Norton high end antivirus to be installed.

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

**TECHNICAL BID DOCUMENT FOR SUPPLY OF HP LAPTOPS & PERIPHERALS ITEMS**

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 Tax Registration :  
along with evidence
5. Authorized letter issued by the respective : (YES / NO) enclosed  
brand manufacturers to sell their products
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 HP LAPTOPS & PERIPHERALS ITEMS**

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) :

Sl.No.	Description of items	Rate per unit (Rs.)	Tax (Rs.)	Total (Rs.)
1.	HP Laptop Probook 5000 / 440 G1			
2.	HP LaserJet Printer 1020 Plus			
3.	HP Scanner G4050 Flatbed			
4.	HP Colour LaserJet PRO400 MFP-M475dn			
<b>Grand Total (Rs.)</b>				

\* 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)