



**GOVERNMENT OF INDIA
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX
No.44, Williams Road, Cantonment, Tiruchirappalli.**

LIMITED TENDER OF ANNUAL MAINTENANCE CONTRACT FOR EPABX

Quotations are invited in sealed cover from suppliers of EPABX for Annual Maintenance Contract including repairs and replacement of parts for existing EPABX in Income-tax Building, Trichy.

1. The tenderer shall submit quotation for Annual Maintenance Contract including repairs and replacement of parts for existing EPABX.
2. Tender shall be in 2 parts:
 - (i) Technical Bid (Annexure-I):
The technical bid should contain details like EPABX specifications, previous experience of the tenderer, their registration, authorization for dealership etc.
 - (ii) Financial Bid (Annexure-II):
Financial bid should contain the price details along with the break up of individual items. Financial bid shall indicate **rate per unit exclusive of all applicable taxes** and duly indicating the applicable taxes and their percentage.
3. The tender documents can be purchased “from this office” by paying Rs.100/- during office hours on any working day between 11/11/2014 to 21/11/2014. Inspection of the existing EPABX can be done during office hours on these days after purchase of tender documents.
4. The above two bids shall be submitted in 2 separate sealed covers addressed to the Deputy Commissioner of Income Tax (H.Qrs)(Admn.), No.44, Williams Road, Cantonment, Trichy – 620 001 up to **4.00 PM on 21/11/2014.**
5. The sealed covers shall be super scribed with “**Technical Bids for Annual Maintenance Contract for existing EPABX in Income-tax Building, Trichy**” and “**Financial Bids for Annual Maintenance Contract for existing EPABX in Income-tax Building, Trichy**” separately. The tender will be opened on **24/11/2014 at 3.00PM.**
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 up to 30th November,2014.**
8. Department reserves the right to place orders for all or any of the item.
9. This Office reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

Sd/-

(S. CHANDRASEKARAN)

Deputy Commissioner of Income Tax Officer (HQ) (Admn.)
O/o the Chief Commissioner of
Income-tax, Tiruchirappalli
Ph : 0431-2410577 Fax: 0431-2414323.

(To be submitted in a separate sealed cover with a mention "TECHNICAL QUOTATION" at top of the sealed cover)

ANNEXURE – I

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR EXISTING EPABX

FOR THE CHIEF COMMISSIONER OF INCOME-TAX, TIRUCHIRAPPALLI

1	Name of the Supplier	
2	Address of the Supplier	
3	PAN Number	
4	STC Number	
5	Experience in years along with details	

Date :

Station :

Signature
(Name with seal)

(To be submitted in a separate sealed cover with a mention "FINANCIAL QUOTATION" at top of the sealed cover)

ANNEXURE – II

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR EXISTING EPABX

FOR THE CHIEF COMMISSIONER OF INCOME-TAX, TIRUCHIRAPPALLI

- 1) Name of the Supplier :
- 2) Address (Please enclose the documentary proof) :
- 3) Name of the contact person :
- 4) Mobile / Contact No. :
- 5) PAN :
- 6) Service Tax No. (if available) :
- 7) Rate:

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

DECLARATION

I hereby declare that the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Date:

Signature :

Name with seal: