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GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
121, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034

C.No.660(2)/Accts/Modernisation/2014-15

Date: 14-July-2014

NOTICE INVITING TENDER FOR PROVIDING MODULAR WORKSTATIONS

The Income Tax Department, Chennai invites sealed tenders from reputed manufacturers of furniture who operate from Chennai for providing modular workstations in 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 25-Aug-2014 to 25-Aug-2015. 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 of Modular Workstations 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 11-Aug-2014**. The sealed covers should be super-scribed with "**Technical Bid - Modular Workstations**" and "**Financial Bid - Modular Workstations**". Technical Bids will be opened on **12-Aug-2014 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 13-Aug-2014**. 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.1,00,000/-** (Rupees One Lakh 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 withheld shall be refunded to the contractor after a period of one year from the date of completion of supply and installation of modular workstations. 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. 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

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 the following certifications and enclosed evidences in support of the same:
 - ISO 9001:2000 Certificate
 - ISO: 14001 Certificate
 - Indian Orthopaedic Association / All India Occupational Therapists Association
 - Green Guard Certificate, and
 - Business & Institutional Furniture Manufactures Association (BIFMA).

d) The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for the Financial Year 2012-13 (Assessment Year 2013-14) 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 2012-13. 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 modular workstations 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.

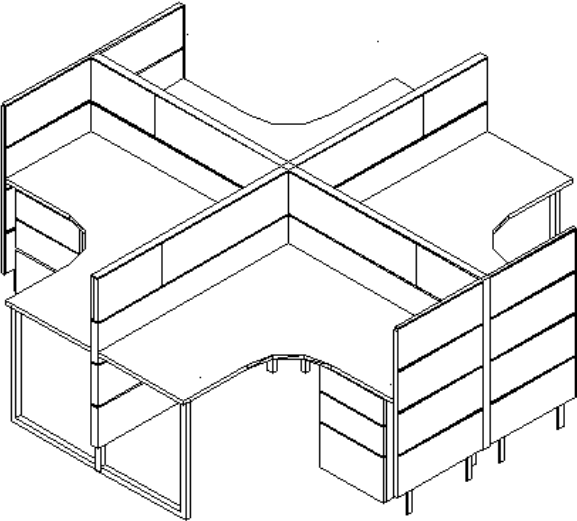
3) **Rate and prices:** The Bidders shall quote their rates for the proposed modular workstations in the proforma for the Financial bids. **The rate quoted shall be exclusive of all taxes.** The applicable rates shall be shown separately in percentage and amount. The prices quoted shall be written in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

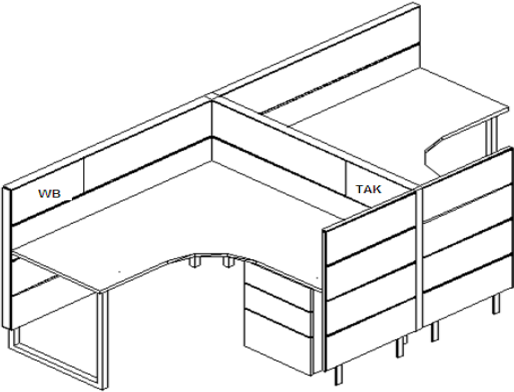
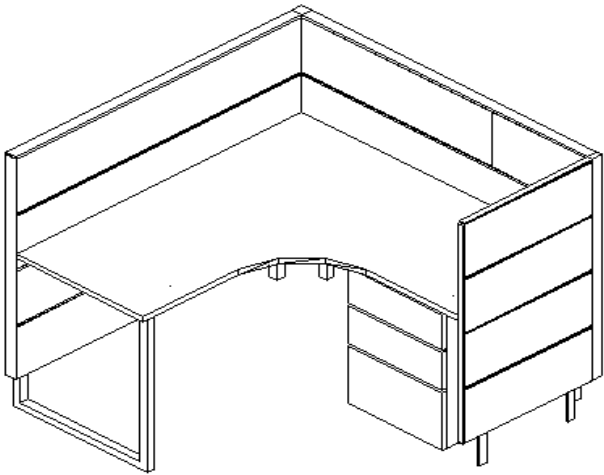
4) **Payment Terms:** The supplier shall submit the bill only after installation of modular workstations, along with the acknowledgements obtained from the respective offices. No payment will be made in advance to the supplier.


5) The selected supplier shall be in a position to complete the work within 15 days of awarding the contract along with the final layout drawings.

Sl. No.	Item Description	Item Specification
1)	Modular Work Station	<p>Modular Work Station of dimension 1500mm X 1500mm and height should be in the range of 1200 to 1250mm</p> <p>Frame should be minimum of 52mm thickness and height should be in the range of 1200 to 1250mm</p> <p>120mm gap from floor to be seen</p> <p>Main and return frames should be minimum of 52mm thickness and Aisle side panel should be minimum of 22mm thickness</p> <p>Partition system should be minimum of 52mm thickness and should be with a gap of 120mm from floor</p> <p>Horizontal trims made of aluminium extrusions at every division of tile/block. Blocks made out of a composite construction of MDF and paper honeycomb. The frames are to be divided into 4 tiles. The bottom tile should be made of metal. The second and third tile is to be a laminate finish. The fourth tile is to be of fabric finish in the exterior and partly magnetic and partly white board in the interior.</p>

Sl. No.	Item Description	Item Specification
		<p>These panels are supported on legs with levelers at various locations depending on the layout requirements.</p> <p>Panel legs are fabricated by CO2 welded MS Tube of section (IS:7138 ERW) with the base plate of the MS plate of (IS:2062 HR) over which an M8 leveler is fitted.</p> <p>Top Panel: Fabric Magnetic Tiles: 9mm thick fabric finish snap fit tile. These tiles are fabric upholstered metal tiles of min 0.6mm thick G.I. Grade O as per IS:277. The fabric is upholstered with adhesives.</p> <p>Whiteboard Tiles: These tiles are made of min 8.0mm thick particle board conforming to IS:12823 laminated with min 0.6mm thick white glossy high pressure laminate on outside & 0.6mm backing laminate on inner surface and having all its edges with minimum 0.5mm thick PVC edging.</p> <p>Middle Panel 1 - Minimum of 50mm thick honeycomb structure with laminate finish</p> <p>Middle Panel 2 - Minimum of 50mm thick honeycomb structure with laminate finish</p> <p>Bottom Panel: These tiles are metal tiles in 0.6mm thick MS Grade O as per IS:277. The fabric is upholstered with adhesives.</p> <p>Wire management: Provision for switches to be mounted on bottom metal tile & any of the middle panels. Data switches to be mounted on bottom tile and power switches to be mounted above table top, wire to enter through metal cable riser from junction box</p>

Sl. No.	Item Description	Item Specification
		<p>Work surface: 25mm thickness, pre-laminated particle with min of 2mm board with PVC edge banding</p> <p>Work Top & Support System: Work surface base board material - Plain particle board. Board finish - pre-laminated Edge type - PVC edge banding. 25mm thickness. The work surface shall be provided with circular cut out of Dia 0.65mm as per the requirement for passing of wires. These cut outs shall be provided with ABS covers.</p> <p>Work Surface Bracket: Work surface bracket mounted on to the horizontal extrusion. It is made from 2.0mm thick CRCA Grade D steel as per IS:513-19</p> <p>Holder Bracket: Holder bracket made from 2.0mm thick CRCA Grade D steel as per IS:513-19. Legs - MS powder coated metal legs.</p>
A	Four person Cluster (Square)	

<p>B</p>	<p>Two person Cluster (1/2nd of Square)</p>	
<p>C</p>	<p>Single person Cluster (1/4th of Square)</p>	
<p>2)</p>	<p>Keyboard Tray</p>	<p>Metal keyboard Tray</p>
<p>3)</p>	<p>CPU Trolley</p>	<p>Metal CPU Trolley</p>
<p>4)</p>	<p>Mobile Drawer</p>	<p>3 draw mobile metal pedestal 390 X 435 X 646mm</p>

Sl. No.	Item Description	Item Specification
5)	Chair for Modular Work Stations	<p>Seat/Back Assembly: The seat is to be made up of a minimum of 1.2 cm thick hot pressed plywood upholstered with fabric and polyurethane foam together with seat and back covers</p> <p>Mid back: Size minimum 46(W) X 58.0 cm (H) Seat: Size minimum 51.0cm (W) X 51.0cm (D)</p> <p>Total size: 90cm to 100cm seat cover should be injection moulded and upholstered with foam laminated net fabric. The back should be moulded in nylon and should be upholstered with black net fabric.</p> <p>ARM Rests (Fixed): The one piece armrests should be made of black polypropylene</p> <p>Centre Tilt Mechanism: The mechanism should be designed with following features:</p> <ul style="list-style-type: none"> • 360 revolving type • Upright position locking • Tilt tension adjustment <p>Pneumatic Height Adjustment: The pneumatic height adjustment should have an adjustment stroke of minimum 8.0 cm</p> <p>Pedestal Assembly: The pedestal should be injection moulded in black glass filled Nylon with ABS cladding and fitted with 5 Nos. Twin wheel castors. The pedestal should be min 62.0cm. pitch centre dia (72.0cm with castors)</p> <div style="text-align: center;">  </div>

IMPORTANT NOTE:

1. Tenderers may kindly note that the L-1 bidder will be decided on the basis of the price quoted for item No.1(A) (Four person Cluster) as the items specified under 1(B) & 1 (C) are likely to be used only as fillers for optimum utilization of the space in any given layout. The prices quoted by the bidders shall be inclusive of fixing the modular stations in the offices identified by the Department, which includes labor and other incidental costs etc.
2. The colour of the fabric to be used will be specified 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.1,00,000/- (Rupees One lakh 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. Tender Document should compulsorily be signed on all pages.

Sd/-
(B.JAYARAGAVAN)(I.R.S.)
Joint Commissioner of Income Tax (H.Qrs)(Admn.)
O/o.Principal Chief Commissioner of Income Tax
Chennai

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. Indian Orthopedic Association / All India Occupational Therapists Association : (YES / NO)
10. Green Guard Certificate : (YES / NO)
11. Business & Institutional Furniture Manufactures Association (BIFMA). : (YES / NO)
12. Evidence for filing of IT returns along with Income and Expenditure Account & Balance sheet for the Asst. year 2013-14 to be enclosed (YES/NO)
13. Evidence for Gross Contractual Receipts being more than Rs.5 Crores : (YES / NO)
14. Name and Address of two clients of in Chennai where inspection can be arranged. : (YES / NO)
15. 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) :

Sl.No.	Rate per unit (Rs.)
1A	
1B	
1C	

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)