

DIRECT TAXES REGIONAL TRAINING INSTITUTE
(A Division of National Academy of Direct Taxes, Nagpur)
46, M G Road, Nungambakkam
Chennai 600 034
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DI/RTI/Chn/26 A/Library/2014-15

08th January, 2015

LIMITED TENDER FOR SUPPLY OF GODREJ BRAND FURNITURE

ITEMS FOR RESOURCE CENTRE-CUM-LIBRARY

The Direct Taxes Regional Training Institute, Chennai invites sealed tenders from the authorized dealers of “**Godrej brand Furniture items**” for supply of the following items and model nos. and who operate from Chennai for Resource Centre-cum-Library to be set up at Direct Taxes Regional Training Institute, Chennai, subject to the following terms and conditions:

| Sl.No. | Description of Item | Godrej Model No. | Quantity |
|---------------|-----------------------------|-------------------------|-----------------|
| 1. | Sofa | Micro (3 seater) | 1 Nos. |
| 2. | Centre Table / Coffee Table | Glaze | 3 Nos. |
| 3. | Side Table / Corner Table | Glaze | 4 Nos. |
| 4. | Computer Table | C-13 | 2 Nos. |
| 5. | Computer Chair | Airnet | 2 Nos. |

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.5,000/- (Rupees Five Thousand only) in the form of Demand Draft / Bankers” Cheque of scheduled bank drawn in favour of “The Administrative Officer, O/o Director, Direct Taxes Regional Training Institute, Nungambakkam, 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 2013-14 (Asst. Year 2014-15) is over Rupees 25 lakhs.
- (e) Evidence for having supplied Godrej products to Central Government Departments / Public Sector undertaking in the last one year.
- (f) Bidder must have Sales Tax Registration. Evidence should be enclosed.
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 Director of Income Tax (Trng.), No.46, New no.108, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 upto **4.00 PM on 28-Jan-2015**.
5. The sealed covers shall be superscribed with “**Technical Bids for supply of Godrej brand Furniture items for Resource Centre-cum-Library**” and “**Financial Bids for supply of Godrej brand Furniture items for Resource Centre-cum-Library**” separately. Technical bids shall be opened on **29-Jan-2015 at 12.00 Noon in the presence of bidders at Conference Room, DTRTI, Ground Floor** 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-2015.**
8. The selected suppliers shall be in a position to supply the Godrej brand Furniture items within 7 days of placing the purchase orders.
9. The Institute reserves the right to place orders for all or any of the item.
10. The Institute may also increase or decrease the quantity of items.

Sd/-

(S.SWAMINATHAN)
Joint Director (Trng.)
For Director
DTRTI, Chennai – 600 034

Annexure A

TECHNICAL BID DOCUMENT FOR SUPPLY OF GODREJ BRAND FURNITURE 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 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 and Balance sheet for the Financial year 2013-14 (Asst. year 2014-15) 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-2014
9. Earnest Money Deposit (EMD) details :

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 Institute in future.

(Signature of Authorized Signatory with date)

Annexure B

FINANCIAL BID DOCUMENT FOR SUPPLY OF GODREJ BRAND FURNITURE 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 | Godrej brand Sofa : Micro (3 seater) | | | |
| 2 | Centre Table / Coffee Table : Glaze | | | |
| 3 | Side Table / Corner Table : Glaze | | | |
| 4 | Computer Table : C-13 | | | |
| 5 | Computer Chair : Airnet | | | |
| | Grand Total (Rs.) | | | |

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

D E C L A R A T I O N

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 Institute in future.

(Signature of Authorized Signatory with date)