

प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण सन्स्थान  
(राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर का एक प्रभाग)  
न्यू इन्कम टैक्स बिल्डिंग  
46, महात्मा गांधी मार्ग  
नुन्गम्बक्कम, चैन्नै – 600034  
दूरभाष: 044 28254731



**Direct Taxes Regional Training Institute**  
(A Division of National Academy of Direct Taxes, Nagpur)  
New Income tax Building  
46, Mahatma Gandhi Road  
Nungambakkam, Chennai 600034  
[Tel:044 28254731](tel:04428254731) / Fax:044 28254731

S.F.No. 17/Stationery/ADG/RTI/2015 – 16

Dated: 20.11.2015

### **TENDER NOTICE FOR RATE QUOTATION**

Sub: Submission of one year rate quotations for purchase of recurring consumables like stationery etc. – Reg.  
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DTRTI, Chennai invites quotations for rate contract from interested concerns for the recurring consumables (list of items detailed in Annexure II) which are regularly required for use in this Office.

Quotations are called for the items detailed in Annexure II from vendors who are regularly engaged in the line of stationery and consumables supply.

The rates should be quoted so that the rates are valid for a period of one year from the date of awarding of the contract. The items would be procured on a monthly basis or as and when required during rate contract period from the successful vendor / vendors. Terms and conditions of the contract are detailed in **Annexure I**.

Quotation for any item shall be inclusive of taxes and other charges, if any. Quotations in closed sealed cover superscribed “**Tender for Consumables**” must reach the Office of the **Additional Director General (Training), Direct Taxes Regional Training Institute, Chennai, No. 46, Mahathma Gandhi Salai, Chennai 600 034 on or before 15 /12/2015**. DTRTI takes no responsibility for delay, loss or non – receipt of bid sent by post. Bids submitted by fax or email etc. will not be accepted.

The quotations would be opened on **16/12/2015** at 11.30 a.m. at Room No. 1, Ground floor, DTRTI, 46, Mahathma Gandhi Road, Nungambakkam, Chennai – 34 in the presence of the bidders. Bidders are requested to be present at the time of opening of the quotations either in person or through their authorized representative.

DTRTI, Chennai reserves all rights to modify / cancel the tender notice at any time without assigning any reason whatsoever.

Earnest Money Deposit of Rs 30,000/- (Rupees Thirty Thousand only) (refundable without interest) in the form of Demand Draft drawn from any Scheduled Bank in favour of the “**ADG, DTRTI, Chennai**” payable at Chennai shall be submitted by the bidder along with the tender bid failing which the tender bid shall be treated as invalid.

Sd/-  
**(S. VENKATESAN)**  
Income Tax Officer

## Terms and Conditions

The Bidder must fulfill the following specifications / conditions:-

1. The Bidder should have Office / Shop / Outlet located at Chennai.
2. The Bidder must have its own Bank account, PAN, TAN, TIN, VAT and Service Tax Number. Payment will be made through electronic transfer only.
3. The Bidder should be a reputed supplier having atleast three years' experience dealing with the Government Department/PSUs in the same line of business and having turnover in the line of business exceeding Rs 10 lakhs during any two of the last three years (F.Y. 2012 - 13 to 2014 - 15).
4. The Bidder should quote rates for all the items mentioned in Annexure II in the prescribed format.
5. The bid contract would be evaluated on the basis of the sum total and **not on piecemeal basis.**
6. DTRTI, Chennai reserves the full rights to increase / decrease the quantity of items as per its actual requirement. The quantities mentioned in Annexure II in this tender against each item are only indicative / suggestive nature.

## **BID DOCUMENT**

1. Name of the Vendor :
  
2. PAN :
  
3. Address of the Vendor  
(with Tel No., Fax & E-mail, Mobile no) :
  
4. Contact Person(s) (with mobile number) :
  
5. Period of Experience in supplying to  
Government Departments with details :  
(Proof in the form of copy of IT return,  
sample order/invoices of supply to  
Government Departments / PSUs and  
Balance sheet of profit/loss a/c for last  
three years along with schedules  
(F.Y. 2012 – 13 to 2014 – 15)
  
- 6 . Details of EMD :

### **DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Vendor shall be blacklisted and shall not have any dealing with the DTRTI Chennai in future.

(Signature of the Authorized Signatory with date)