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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 - 34**

C.No.622(20)/Accts/2014-15

Date : 04-Aug-2014

**TENDER FOR SUPPLY OF MULTI FUNCTION PRINTER (MFP)**

Sealed tenders are invited from the Manufacturers / Authorized dealers for supply of "Multi Function Printer" of the following configuration on rate contract for the period upto 31-Mar-2015 for the Income Tax Department, Chennai -34, subject to the following terms and conditions.

The prices quoted by the bidders for the Multi Function Printer with the following specifications will be applicable for a period of 7 months from 01-Sep-2014 to 31-Mar-2015. The Department reserves the right to order the items on need basis during the period upto 31-Mar-2015. The discretion to order the items solely vests with the Department based on the availability of funds.

Based on the requirement and the performance of the equipment supplied, the rate contract may be extended for further period on mutual consent, provided there is no revision of rates (taxes) by Govt. of India.

Required configuration of the Multi Function Printer:-

- Print, Scan, Copy & Fax
- Up to 20 ppm print speeds
- Memory 128MB RAM
- 600MHz Processor
- Flatbed Scanner

- 1200 dpi optical resolution
- Copier reduce/enlarge: 25 to 400%
- 2 line LCD (Text)
- Hi-Speed USB 2.0 port
- Ethernet 10/100Base-TX
- Paper Input Capacity: 150 Sheet Cassette Tray

**Terms and Conditions:**

1. Tender shall be submitted for two 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 brand manufacturers to sell their products, in the case of Authorized Dealers.
  - (b) Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft / Bankers Cheque of scheduled bank drawn in favour of “The Administrative Officer, O/o. Principal Chief Commissioner of Income Tax, 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 50 lakhs.
  - (e) Evidence for having supplied Multi Function Printer to Central Government Departments / Public Sector undertaking in the last one year.
3. Financial bid shall be submitted in the prescribed format indicating the 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 two separate sealed covers address to the Addl./Joint Commissioner of Income Tax (H.Qrs)(Admn.), No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 upto 4.00 PM on 26-Aug-2014.

5. The sealed covers shall be superscribed with “**Technical Bids for supply of Multi Function Printer**” and “**Financial Bids for supply of Multi Function Printer**” separately. Technical bids shall be opened on 27-Aug-2014 at 11.00 AM 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 3.00 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 for the period upto 31-Mar-2015.

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

**TECHNICAL BID DOCUMENT**

**ANNEXURE - A**

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 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 & Balance sheet for the Assessment year 2013-14 to be enclosed :
8. Evidence for Gross Contractual Receipts being more than Rs.50 Lakhs, in the form of audited accounts for the Financial Year ending on 31-Mar-2014 :
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 Earnest Money Deposit (EMD) 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 - B**

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.	Brand	Model	Rate per unit (Rs.) (Exclusive of taxes)
1)			
2)			
3)			
4)			
5)			

\* 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 be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)