

TENDER DOCUMENT

SUPPLY/INSTALLATION OF LIBRARY RACKS AT DTRTI, LIBRARY

DIRECT TAXES, REGIONAL TRAINING INSTITUTE
(A UNIT OF NATIONAL ACADEMY OF DIRECT TAXES, NAGPUR)
III FLOOR, BSNL TOWERS
TOWER I, NO. 16, GREAMS ROAD
CHENNAI 600 006.



DIRECT TAXES REGIONAL TRAINING INSTITUTE
(A Division of National Academy of Direct Taxes, Nagpur)
BSNL TOWERS, III FLOOR, TOWER I
NO. 16, GREAMS ROAD, CHENNAI 6.
Tel: 2833 8885
e-mail: dtrtichennai@gmail.com

1. Direct Taxes Regional Training Institute (DTRTI), Chennai a Unit of National Academy of Direct Taxes, Nagpur invites sealed quotations from qualified firms in the prescribed format as given in Annex. II and Annex III. for supply and installation of library racks (as per specifications in Annex I) at the Institute premises.

2. The Bids should be submitted in two separate sealed covers mentioning "**Technical Bid**" or "**Financial Bid**", as the case may be, superscribed as "Quotation for supply/Installation of library racks" on or before 12 noon **on 13th February 2017** in the drop box or sent to the following address:

The Additional Director General (Training)
Direct Taxes Regional Training Institute
III Floor, TOWER I, BSNL Buildings,
No. 16, Greams Road, Chennai 600 006.

3. The Quotations will be opened on **13th February 2017 @ 3 p.m** and the successful bidder will be awarded the work as per the terms and conditions. If the tender cannot be opened on the date as given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.

4. Bidders may visit the DTRTI library premises on any working day up to 10th February 2017 for the purpose of inspection, taking measurements etc.

5. DTRTI takes no responsibility for delay, loss or non-receipt of bids sent by Post. Conditional offers are liable for rejection. DTRTI reserves the right to reject any proposal without assigning any reason thereof.

6. The tender form can be downloaded from the websites of the Income tax department, incometaxindia.gov.in and tnincometax.gov.in

Secretary, Tender Committee

TERMS AND CONDITIONS

1. The firm is required to submit the technical and financial bid in two separate sealed covers clearly super scribed "Technical bid for supply/installation of library racks for DTRTI library" and "Financial bid for supply/installation of library racks for DTRTI library".
2. Late receipt of bids ie after due date and time will not be considered.
3. Authorised representatives of the bidders may participate in the tender opening meeting, in case they wish to do so.
4. Rates must be quoted in figures and words INR including all levies and taxes (ie, sales tax, service tax, VAT etc) as per the schedule given in the financial bid. Composite rates must be quoted for all the items.
5. All pages of the technical/ financial bid should be signed by the bidder.
6. Technical details, literature, catalogue etc must be attached alongwith the quotation.
7. Firms may show the physical sample of the items during the technical bid evaluation process.
8. The bidder should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. and should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.
9. Copies of latest service tax returns for the previous four quarters should be furnished alongwith the technical bid.
10. Bidders should have a turn over of more than Rs. 50 lakh in three out of the last five years and copies of income tax returns should be furnished alongwith the technical bid.
11. Organisations must have preferably supplied to and installed furniture at government/ public sector undertakings in the last three years. Details of such supplies should be given in the technical bid.
12. The Bidder shall submit to DTRTI a DD for **Rs 25000/-** as Earnest money deposit (EMD) along with the technical bid. The DD shall be drawn in favour of DTRTI, Chennai payable at Chennai. Bids without EMD will not be evaluated.
13. The bid will be valid for 90 days from the date of opening of tender. In case of the successful bidder rates quoted shall be valid till the supplies and installation are completed.

14. The final requirement may increase/ decrease from the quantity advertised in the tender.
15. The supply and installation should be completed within four weeks from the date of issue of purchase order by DTRTI.
16. There should be minimum two year warranty on the items supplied and installed.
17. In case the successful bidder fails to deliver the items and complete the installation within the stipulated period, a sum equal to 0.5% of the contract value shall be deducted per week till the actual completion of work subject to maximum of 10% of the value of supply order.
18. No cutting/overwriting will be accepted at the rates quotes in the bids.
19. Payment will be made after receiving the materials and successful installation of racks as per the purchase order and guidelines. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty. In addition to that the EMD shall also be forfeited.
20. DTRTI, Chennai reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of supply order , without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the action of DTRTI, Chennai.
21. All disputes shall be subject to the jurisdiction of the High Court of Madras.

Annex I
SPECIFICATION OF THE PRODUCTS

S No.	Particulars	Quantity
1	<p>Steel library racks of height 1800 mm with base 300 mm consisting of library side cover, library top cover</p> <p>Level details: Base shelf 300 mm 02 No.</p> <p>Middle and top shelf 300 mm 10 Nos</p> <p>Length of rack: aprox. 3 feet</p>	<p>Main Unit : 4</p> <p>Add on : 8</p>
2	<p>Library rack L Type Plain steel Shelf (projected back plate) of height 1752 mm with base 450 mm, consisting of projected back plate, bottom cover and top cover</p> <p>Level details: Base shelf 450 mm 1 No.</p> <p>Middle and top book shelf 450 mm 5 nos</p> <p>Length of rack : approx 3 feet</p>	<p>Main Unit : 3</p> <p>Add on : 9</p>
3	<p>Library rack L type plain steel shelf (projected back plate) of height 2410 mm with base 600 mm consisting of projected back plate, bottom cover and top cover</p> <p>Level details: Base shelf 600 mm 01 No</p> <p>Middle and top book shelf 600 mm 7 nos</p> <p>Length of rack: approx 3 feet</p>	<p>Main Unit : 3</p> <p>Add on: 12</p>

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Annex.II

FORMAT OF THE TECHNICAL BID

(To be submitted in the firm's Letterhead)

1	Name of the Bidder	
2	Address	
3	PAN and Service Tax No.(Copy of latest service tax returns for previous four quarters should be enclosed)	
3	Telephone/Fax/Email	
4	Names of the Proprietor/ Partner(s)/ Director(s)/ Designated Officer who will act as liaison with the DTRTI, Chennai.	
5	Year of establishment of the Organisation and the total number of years of experience	
6	List of Central Government/ State Government and Public Sector Clients in the previous three years and the value of work undertaken.	
7	Annual Turn Over for three out of the last five years wherein it exceeded Rs. 50 lakhs. (Pls. Furnish copies of Incometax returns and Certified Financials)	
8	No of years of warranty offered for the items to be supplied	

(Signature of the authorized signatory)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

Annex. III

FORMAT OF THE FINANCIAL BID

(To be submitted in the firm's Letterhead)

S No.	Particulars	Quantity	Rate	Total inclusive of all taxes
1	Steel library racks of height 1800 mm with base 300 mm consisting of library side cover, library top cover Level details: Base shelf 300 mm 02 No. Middle and top shelf 300 mm 10 Nos Length of rack: aprox. 3 feet	Main Unit : 4 Add on : 8		
2	Library rack L Type Plain steel Shelf (projected back plate) of height 1752 mm with base 450 mm, consisting of projected back plate, bottom cover and top cover Level details: Base shelf 450 mm 1 No. Middle and top book shelf 450 mm 5 nos Length of rack : approx 3 feet	Main Unit : 3 Add on : 9		
3	Library rack L type plain steel shelf (projected back plate) of height 2410 mm with base 600 mm consisting of projected back plate, bottom cover and top cover Level details: Base shelf 600 mm 01 No Middle and top book shelf 600 mm 7 nos Length of rack: approx 3 feet	Main Unit : 3 Add on: 12		
		TOTAL		

Seal of the company

(Signature of the authorized signatory)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Quotation	The quoted price per participant per day inclusive of all components is Rs.(in figures) Rs.(in words)
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