



**GOVERNMENT OF INDIA**  
**OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX**  
**No.44, Williams Road, Cantonment, Tiruchirappalli**

Dated: 16-02-2017

**SHORT TENDER NOTICE FOR SUPPLY OF DESKTOP COMPUTER & UPS**

Sealed tenders are invited from the manufacturers / Authorized dealers for supply of **Desktop Computer and UPS** of the following configuration for the Income Tax Office, Trichy, Subject to the following terms and conditions.

Sl.No.	Description of items	Configuration	No. of required
1)	Desktop Computer	<b>Brand : HP</b> <ul style="list-style-type: none"> <li>➤ CPU Intel i5 3.3 ghz or above</li> <li>➤ Memory 4GB DDR3 expandable to 16GB</li> <li>➤ HDD 500GB or higher</li> <li>➤ 18" LED Monitor</li> <li>➤ OS - Windows 10 Pro</li> <li>➤ Keyboard</li> <li>➤ Mouse</li> </ul>	11
2)	UPS for Computer	<b>Brand : Intex 1KVA</b>	15

## **Terms and Conditions:**

1. Tender shall be submitted in 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.10,000 /-( Rupees Ten Thousands only ) in the form of Demand Draft / Bankers Cheque of scheduled bank drawn in favour of "The Administrative Officer, O/o Chief Commissioner of Income Tax, Trichy".
  - (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 2015-16 ( Asst.Year :2016-17) is over Rupees One Crore.
  - (e) Evidence for having supplied Desktop Computer and UPS 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 addressed to the **Deputy Commissioner of Income Tax(HQ)(Admn)**, No 44, Williams Road, Cantonment, Tiruchirappalli-620001 upto 5.00 PM on 03-03-2017.

5. The sealed covers shall be superscribed with "**Technical Bids for supply of Desktop Computer and UPS**" and "**Financial Bids for supply of Desktop Computer and UPS**" separately. Technical bids shall be opened on 06-03-2017 at 3.00PM in the presence of bidders at The Conference Room, Room No.113, First floor, Main Building at the above address. The financial bids of successful technical bidders only will be opened subsequently on the same day.
6. Each page of the technical bid containing specification and financial bid should be signed and stamped by the bidder or its authorized signatory.

Sd/-

**(S. CHANDRASEKARAN)**

Deputy Commissioner of Income Tax.(H.Qrs.)(Admn)  
O/o the Chief Commissioner of Income Tax, Tiruchirappalli.

**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 2016-17 to be  
enclosed :
  
8. Evidence for Gross Contractual Receipts  
being more than Rupees One Crore, in the  
form of audited accounts for the Financial  
Year ending on 31-Mar-2016 :
  
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.	Description of items	Brand & Model	Rate per unit (Rs.)  (Exclusive of taxes)
1			
2			

\* 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.