



भारत सरकार / Government of India  
आयकर विभाग/ INCOME TAX DEPARTMENT  
आयकर अपर / संयुक्त आयुक्त कार्यालय/OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX  
दिण्डुक्कल रेंज / DINDIGUL RANGE,  
पलनी बाई पास रोड, कोट्टापट्टी पोस्ट / PALANI BYE PASS ROAD, KOTTAPATTI POST  
दिण्डुक्कल / DINDIGUL-2

C.No.Infra/Admn/Dgl/2016-17

Date :15.03.2017

LIMITED TENDER FOR SUPPLY OF GODREJ BRAND FURNITURE ITEMS

Office of the Joint commissioner of Income tax, Dindigul invites sealed tenders from authorized dealers who operate from Madurai,Dindigul "**Godrej brand Furniture items**" for supply of the following items and subject to the following terms and conditions.

SL.NO	DESCRIPTION	QUANTITY
1	Office Executive table size (7 3/4 X 3 1/2) side rack (6 x 1 1/2 )	1
2	Executive high back revolving chair	4
3	Officer chair with leather finish	6
4	Computer table (4 x 2)	3
5	Sofa set (3+1+1) with coffee table	1
6	Conference table with 20 seated U type with wire management, storage and foot rest	1
7	Conference hall chair	24
8	Heavy duty 3 seated cushion chair	5
9	Office steel cupboard	7
10	Half height storage unit with provision for gas stove, micro wave oven and coffee maker	1
11	Office Executive table with side storage unit	2
12	Office visitor chair	6
13	Air mess computer chair	2

**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) Authorisation letter issued by the respective brand manufacturers to sell their products, in the case of authorised dealers.
  - (b) Earnest Money Deposit (EMD) of Rs.10000/- (Rupees Ten Thousand only) in the form of Demand draft / Bankers cheque of scheduled bank drawn in favour of The Income tax Officer, DDO ,Dindigul, O/o Joint commissioner of Income tax, Palani Bye pass road, Kottapatti Post, Dindigul-2.
  - (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 Rs.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 Commissioner of Income tax, Dindigul Range, Palani Bye pass road, Kottapatti post, Dindigul-2. by 04.00 P.M on 20.03.2017.
5. The sealed covers shall be superscribed with "Technical Bids for supply of Godrej brand Furniture items" and "Financial Bids for supply of Godrej brand Furniture items" separately. Technical bids shall be opened on 21-03-2017 at 03.00 P.M in the presence of bidders those who make present themselves at Conference room 2<sup>nd</sup> floor at the above address. The financial bids of successful technical bidders only will be opened subsequently on the same day at 04.00 P.M.
6. Each page of the technical bid containing specification and financial bid should be signed and stamped by the bidder or its authorised signatory.
7. **The rates quoted shall be valid upto 31.03.2017.**
8. The selected suppliers shall be in a position to supply the Godrej brand furniture items within 5 days from placing the purchase orders.
9. The Department reserves the right to place orders for all or any of the item.
10. The Department may also increase or decrease the quantity of items.
11. This Office reserves the right to postpone / and / or extend the date of receipt, opening of bids or to withdraw the same without assigning reasons thereof and will have the final right to elect suitable bidder most suited and responsive to Department's requirements.

- sd -

( V. JENARDHANAN )  
Joint Commissioner of Income tax,  
Dindigul Range, Dindigul.

**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 2015-16 (Asst. year 2016-17) 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-2016
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 Item	Rate per unit	Tax	Total(Rs)
--------	---------------------	---------------	-----	-----------

GRAND TOTAL (Rs) -----

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 have any dealing with the Institute in future.

(Signature of Authorized Signatory with date)