



भारत सरकार /GOVERNMENT OF INDIA

आयकर विभाग/INCOME TAX DEPARTMENT

प्रधान मुख्य आयकर आयुक्त का कार्यालय, तमिलनाडु,  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
121, महात्मा गाँधी रोड, नुंगम्बाक्कम,चेन्नै 1, चेन्नै  
121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034  
Phone No 044-28338016 / Fax No.044-28338316  
e-mail: chennai.ito.hq.acc@incometax.gov.in

C.No.622(20)/Accts/2017-18

Dated : 08-Jun-2017

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

Sealed tenders are invited from the Manufacturers / Authorized dealers for supply of **Desktop Computer, Printers and UPS** of the following configuration for the Income Tax Department, Chennai -34, subject to the following terms and conditions.

Sl.No.	Description of items	Configuration	No. of required
1)	Desktop Computer (with 3 years warranty)	<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 16 GB</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>	50
2)	Printer (with 1 years warranty)	<b>Brand : HP Model LJ P1108</b>	25
3	UPS for Computers (2 years warranty for UPS and 1 year warranty for Battery)	<b>Intex 1KVA</b>	50

## 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.25,000/- (Rupees Twenty Five 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 2015-16 (Asst. Year 2016-17) is over Rupees One Crore
  - (e) Evidence for having supplied Desktop Computer & Printers 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 Joint Commissioner of Income Tax (HQ)(Admn.), No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 upto 4.00 PM on 22-Jun-2017.
5. The sealed covers shall be superscribed with "Technical Bids for supply of Desktop Computer, Printers and UPS" and "Financial Bids for supply of Desktop Computer, Printers and UPS" separately. Technical bids shall be opened on 23-Jun-2017 at 11.00 AM in the presence of bidders at ITO(HQ)(Accounts), Room No.103, 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.

-Sd-  
**(C.VATCHALA)**  
Joint Commissioner of Income Tax (H.Qrs)(Admn.)  
O/o.Pr.CCIT, Chennai

**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	Warranty	Rate per unit (Rs.) (Exclusive of taxes)
1)				
2)				
3)				
4)				
5)				
6)				

\* 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)