



GOVERNMENT OF INDIA
OFFICE OF THE JOINT COMMISSIONER OF INCOME-TAX, NAMAKKAL RANGE, NAMAKKAL.
No: 138/3, LMR SHOPPING ARCADE, SALEM ROAD, NAMAKKAL - 637 001

S.F.No.Admin/NKL/T.Gode/2018-19

Dated : 21.08.2018

TENDER FOR SUPPLY OF FURNITURE ITEMS

Office of the Joint commissioner of Income tax, Namakkal Range, Namakkal invites sealed tenders from furniture suppliers/dealers for supply of the following items and subject to the following terms and conditions.

S.NO	DESCRIPTION	QUANTITY
1	Office Executive table (6X4 ft) with side storage unit(6X1 1/2 ft)	3
2	Executive high back revolving chair	3
3	Computer table (4X2)	3
4	Visitor lounge along with teepoy	2
5	Heavy duty staff chairs	8
6	Dining table	1
7	Plastic stool	6
8	Office executive table (5X3 ft)	2
9	Office visitor chair	12
10	Air mess computer chair	3

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 (Admin), Namakkal, O/o Joint commissioner of Income tax, Namakkal Range, Namakkal, No.138/3, LMR Shopping Arcade, Salem road, Namakkal - 637001.
 - (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 2016-17 (Asst. year 2017-18) is over Rs.25 Lakhs
- (e) Evidence for having supplied furniture to Central Government Departments/public sector undertaking in the last one year.
- (f) Bidder must have GST 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, Namakkal Range, Namakkal, No.138/3, LMR Shopping Arcade, Salem road, Namakkal - 637001. by 04.00 P.M on 21.08.2018
 5. The sealed covers shall be superscribed with "Technical Bids for supply of Furniture items" and "Financial Bids for supply of Furniture items" separately. Technical bids shall be opened on 28.08.2018 at 03.00 P.M in the presence of bidders those who make present themselves 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 31.08.2018
 8. The selected suppliers shall be in a position to supply the 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 items
 10. The Department may also increase or decrease the quantity of items.
 11. The 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.



(OMANA KUTTAN)

Joint Commissioner of Income tax,
Namakkal Range, Namakkal

Annexure A

TECHNICAL BID DOCUMENT FOR SUPPLY OF 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:
6. Permanent Account Number (PAN) :
7. Evidence for filling of it returns along with
a certified copy of the P & L Account and
Balance sheet for the Financial year 2016-17
(Asst. year 2017-18) :
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 2017 :
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

Annexure B

FINANCIAL BID DOCUMENT FOR SUPPLY OF FURNITURE ITEMS

1. Name of the party:
2. Address (with Tel No. & Fax No.):

3. Contact Persons 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)
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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, my/our Earnest Money Deposit (EMD) forfeited and that I/we will not have any dealing with the Institute in future.