



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

S.F.No.8/PC/T.Gode/2018-19

13.12.2018

**TENDER NOTICE FOR SUPPLY OF DESKTOP COMPUTERS AND  
MULTI FUNCTION PRINTERS**

Sealed Tenders are invited from the Manufacturers /Authorized dealers for supply of Desktop Computers and Multi Function Printers of the following configuration for the Income-tax office, Tiruchengode subject to the following terms and conditions. The supply shall be made within 15 days from the date of awarding of tender.

**SPECIFICATION OF THE PRODUCTS**

S.No	Product Required	Quantity
1	Desktop Computers - HP Desktop Pro or equivalent	7 Nos
2	Multi Function Printers – HP product or equivalent	7 Nos
<b>Configuration</b>		
Processor	Intel @ core i5-8500	
Chipset	Intel @ H370	
Memory RAM	4+4 GB DDR - 4	
Hard Disk	1TB 3.5" SATA	
Keyboard and Mouse	Standard Keyboard/Optical USB Mouse Black	
Monitor	18.5" LED Display	
Warranty	3 year onsite	
Operating System	Windows 10 Professional 64 bit	
Multi Function Printers	Laser printer along with scan and copy-6Nos Laser printer along with scan, copy and Fax-1No	

**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.5,000/- (Rupees five thousand only) in the form of Demand Draft/ Bankers Cheque of Scheduled Bank drawn in favour of "The Zonal Accounts Officer, CBDT, Chennai"
  - (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 2017-18 (Asst. Year 2018-19) is over Rupees Fifty Lakhs.
  - (e) Evidence for having supplied Desktop Computers and Multi Function 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 O/o Joint Commissioner of Income tax, Namakkal Range, No.138/3, LMR shopping Arcade, Salem road, Namakkal - 637 001 Up to 04.00 PM 28/12/2018 (Friday)
5. The sealed covers shall be superscripted with the "**Technical Bids for supply of Desktop Computers and MPF**" and **Financial Bids for supply of Desktop Computers and MFP** separately. Technical bids shall be opened on 31/12/2018, December - 2018 at 11.00 am in the presence of bidders at O/o Joint Commissioner of Income tax, Namakkal Range, Namakkal . The financial bids of successful technical bidders only will be opened subsequently on the same day at 03.00 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.

  
**(P.SURESH RAO)**

Joint Commissioner of Income tax,  
Namakkal Range, Namakkal.

**TECHNICAL BID DOCUMENT**

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 GST 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 2018-19 to be enclosed :
8. Evidence for Gross Contractual Receipts  
being more than Rupees fifty lakhs  
in the form of audited accounts  
for the Financial year ending  
on 31 MARCH 2018 :
9. Earnest Money Deposit (EMD) :
10. Evidence for having supplied  
Desktop computers and MFP to the  
Central Government Department /Public  
Sector undertaking in the last one year :

**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)

**ANNEXURE -B**

**FINANCIAL BID DOCUMENT**

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) :

S.No.	Description of items	Brand & Model	Quantity	Warranty	Rate per Unit	Taxes	Total Cost

- 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 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)