

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,  
WEST BENGAL & SIKKIM**

**1<sup>ST</sup> FLOOR, P-7, CHOWRINGHEE SQUARE, AAYAKAR BHAWAN, KOLKATA-700069**

**TENDER DOCUMENT FOR PURCHASE OF GYMNASIUM EQUIPMENTS IN INCOME-TAX RESIDENTIAL  
COMPLEXES AT I.T. COLONY, G.B. BLOCK, SALT LAKE, KOLKATA-91 & AAYAKAR NIWAS, 18,  
ULTADANGA MAIN ROAD, KOLKATA-67.**

Open Tender No.: Pr CCIT/Kol/Gym Equipments/2017-18/ 1661

Dated: 23/08/2017

**LIMITED TENDER FOR SUPPLY OF GYMNASIUM EQUIPMENT**

1. On behalf of the President of India, Sealed Bids under Two Bid system [Technical Bid and Financial Bid] are invited by the Pr. Chief Commissioner of Income Tax, West Bengal & Sikkim, Kolkata for supply of Gymnasium Equipment and other items of reputed brands only listed in Annexure-1 of the Bid Document, at Office of Principal Chief Commissioner of Income Tax, West Bengal & Sikkim, 1<sup>st</sup> Floor, P-7, Chowringhee Square, Aayakar Bhawan, Kolkata-700-069.
2. Reputed Manufacturers / Distributors / Dealers of Gymnasium Equipment capable of supplying Gymnasium Equipment and other items of reputed brands only as specified in Annexure-1 of the Bid Document may submit Bids with the requisite documents along with Earnest Money Deposit and cost of Bid Document.
3. The Bidders may download the 'Bid Document' directly from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and <https://eprocure.gov.in>.
4. Last date for submission of Bid is 08.09.2017. (till 13.00 Hrs). Bids will be opened on 11.09.2017 at 15.00 Hrs. If due to any exigency, the due date for opening of the Tender is declared a closed holiday, the Bid will be opened on the next working day at the same time.
5. Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand) only shall be submitted by the Bidders along with the Bid in the form of a Crossed Demand Draft of any Commercial bank payable at Kolkata and drawn in favour of the "Zonal Accounts Officer, CBDT, Kolkata".

  
23/8/17

(SYAMAL DATTA)

ITO, Hqrs. (Admn. & TPS)-2, Kolkata.  
For Pr. CCIT, West Bengal & Sikkim.

# Section – I

## ELIGIBILITY OF THE BIDDERS

1. Manufacturers / Distributors / Dealers of Gymnasium Equipment **of reputed brands only** (hereinafter referred to as Bidder), with may be Proprietorship, Partnership firm, an Indian Company, or any other legal entity, engaged in business of Sale and Supply of Gymnasium Equipment **of reputed brands only** are entitled to submit their Bids subject to their fulfilling all Terms and Conditions.
2. The Bidders should be engaged in the business of Sale and Supply of Gymnasium Equipment and other items **of reputed brands only** for at least 5 years on 31.03.2017.
3. The Annual Turnover of the Bidder must be at least 60 Lakhs for each of the last three Financial Years i.e. 2013-14, 2014-15 and 2015-16.
4. The Bidder should not be involved in any criminal proceedings and no criminal case should be pending against the bidder. The Bidder should not be debarred or black-listed by any authority earlier.
5. The Bidder shall supply only those Gymnasium Equipments **of reputed brands only** which are brand new and free from any manufacturing or other defects.
6. The Bidder shall provide onsite warranty for all the Gymnasium Equipment as per the standard conditions of warranty offered by the manufacturer of such equipments. The Bidder should also be able to provide 'Annual Maintenance Contract' (AMC) services after the expiry of the warranty period. The total period of warranty and AMC taken together should be for 3 years.
7. An amount of Rs.50,000/- (Rupees Fifty Thousand) only will be required to be paid by the bidders as 'Earnest Money Deposit' (EMD) in the form of crossed demand draft of any commercial bank drawn in favour of 'Zonal Accounts Officer, CBDT, Kolkata' . The EMD should be submitted along with the bid document. No Interest will be paid by Pr. C.C.I.T., WB & Sikkim, Kolkata on such deposit.
8. The Bidder should attach a copy of the PAN, Trade License, GST Registration details etc. as are mentioned in the Technical Bid in Annexure-2.
9. All pages of the Bid document shall be signed by the Bidder or its Authorized Signatory with proper seal. Incomplete Bid document (whether unsigned, incorrectly filled, partly filled or otherwise) or Bid document without the requisite Earnest Money or Bid document not submitted in the "Sealed Tender Box" or Bid document not wax sealed will not be entertained.
10. The successful bidder (Supplier) shall be required to furnish Performance Security of Rs.50,000/- (Rupees Fifty Thousand Only) within 10 days from the date of receipt of letter of award of the Contract. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations and the same will be refunded to the Agency after deducting liabilities, if any. Bid security will be refunded to the successful bidder on receipt of performance security and for other Bidders, the Earnest money instrument will be returned within 15 days of the completion of the financial evaluation of the tenders. No Interest shall be payable by Pr. C.C.I.T., WB & Sikkim on the Performance Guarantee or on EMD.

## **SECTION – II**

### **SCOPE OF WORK**

1. The Successful Bidder (hereinafter referred to as Supplier) should be capable of supplying the Gymnasium Equipment and other items **of reputed brands only** as are described in the 'Annexure-I' of the Bid document, within a period of 30 days from the date of receipt of the letter awarding the Tender. The Gymnasium Equipment and other items **of reputed brands only** shall be supplied and placed at Quarter No. 33, Ground Floor, Block-5, Type-V in the I.T. Colony, G.B. Block, Salt Lake, Kolkata-91 & Quarter No. 1, Ground Floor, Type-IV in the Aayakar Niwas, 18, Ultandanga Main Road, Kolkata-67 and made ready to use within this period of 30 days from the date of receipt of the letter of award of Tender.
2. The Supplier shall ensure that the Gymnasium Equipment and other items **of reputed brands only** are made ready to use without causing any loss or damage to the equipments or other movable or immovable property of Pr. C.C.I.T., WB & Sikkim directly or indirectly.
3. If it is found that any loss or damage results to Pr. C.C.I.T., WB & Sikkim due to the negligence of the Supplier, then the Supplier shall be responsible to make good the loss suffered by Pr. C.C.I.T., WB & Sikkim.
4. The Bidder shall provide onsite warranty for all the Gymnasium Equipment as per the standard conditions of warranty offered by the manufacturer of such equipments. The Bidder should also be able to provide 'Annual Maintenance Contract' (AMC) services after the expiry of the warranty period. The total period of warranty and AMC taken together should be for 3 years. No separate charge for AMC will be given for 3 years.

## **SECTION – III**

### **INSTRUCTIONS TO BIDDERS**

1. The Bidders are required to submit the duly filled up Annexure (Annexure-1 to Annexure-3) of the Bid Document.
2. Section-I, Section-II, Section-III and Section-IV along with Annexure-1 to Annexure-3 together constitutes the bid document. The Bidders shall submit the properly filled bid document and shall sign in every page of the bid document before submitting the bid document. On the scheduled date of opening of tender the bidders shall either personally or through their Authorized Representative appear to witness the proceedings. No Authorized Representative shall be allowed to represent the bidder unless an Authorization letter certifying the signature and photograph of the Authorized Representative is produced by him.
3. Any attempt to influence the officers or employees of Pr. C.C.I.T., WB & Sikkim, Kolkata by the bidder either directly or indirectly shall result in rejection of the Bid submitted by the Bidder.
4. The Bidders are not entitled to modify any of the terms and conditions and put forth their own conditions. Any attempt by the bidders to do so would render the bid to be summarily rejected.
5. The Bidders are also required to enclose with the Technical Bid, Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand) only, in the form of Crossed Demand Draft of any commercial bank payable at Kolkata and drawn in favour of “Zonal Accounts Officer, CBDT, Kolkata”. The EMD shall remain valid for a period of 45 days beyond the final validity period. The EMD of all bidders other than the Successful bidder shall be returned within 15 days of the completion of the financial evaluation of the tenders. The EMD of the Successful bidder shall be returned on receipt of Performance Security.
6. Any bid without Earnest Money Deposit shall be summarily rejected.
7. In case, the last day for submission of the bid is declared as a Holiday, the next working day shall be treated as the last day for submission of the bid.
8. The Bidders should adhere to the time schedule of collecting and deposit/submission of the Bid. Pr. C.C.I.T., WB & Sikkim, Kolkata will not be responsible for any delay caused in submission of the Bid by the Bidder for whatever reasons.
9. The bid shall remain valid for a period of 180 days after the opening of the bid.
10. The Bidders are required to place the Technical Bid and Financial Bid in two separate envelopes. Each of these envelopes should be super scribed as “TECHNICAL BID” and “FINANCIAL BID” respectively. These envelopes should then be placed in another envelope super scribed as “BID FOR SUPPLY OF GYMNASIUM EQUIPMENTS. This Sealed envelope should then be dropped in the Sealed Tender Box kept in Room No.10 at Aayakar Bhawan, P-7, Chowringhee Sq., Kolkata-700 069.

11. The Bidders shall carefully quote the Price/rates for the Gymnasium Equipments in the 'Financial Bid in Annexure-3'. For Evaluation of Successful Bidder the Quotes for Gymnasium Equipments shall be considered. Final quote in Figures and in Words should be the same. In case of mismatch of the Final quoted amount in Figure and words, the quote in words shall be treated as the Final quote. The evaluation of the Bid for award of Tender shall be based on this Final Quote.
12. On the date of opening of the Bids, the Tender Committee would first open the Technical Bid in the presence of those bidders who are present to witness the proceedings of evaluation. Financial Bids of only those bidders who qualify on Technical Bid shall be opened thereafter to find the suitability for recommending the award of the Tender.
13. The Successful bidder shall be determined on the basis of lowest Final quote subject to fulfillment of all Terms and conditions by the Bidder. In case, two or more bidders have quoted the same quote, the bidder with the higher turnover as declared in the Return of Income relating to the Assessment Year 2015-16 shall be preferred for the award of Tender. Letter for award of the Tender will be issued immediately thereafter.
14. The last date for receipt of Bid Document is 08.09.2017 (13.00Hrs). Bids will be opened on 11.09.2017 at 15.00 Hrs. Bidders or their Authorized Representatives may be present in the Bid opening and evaluation proceeding to witness the proceedings.
15. Brands of the equipments proposed to be supplied should be mentioned in the technical bid.

## **SECTION – IV**

### **TERMS AND CONDITIONS**

1. The bidders shall separately quote the price of each item mentioned in the Annexure-1 of this Bid Document. The rate must be stated for each item separately both in words and figures. If there is any discrepancy between the price quoted in words and figures, the price quoted in words would be treated as the final quote.
2. The price quoted by the Bidder in the Annexure-3 should be inclusive of all taxes and charges (like GST, octroi, freight and forwarding charges, handling charges, installation charges, loading and unloading charges, insurance charges, any other tax/charges) by whatever name called.
3. The supply and placement of Gymnasium equipment **of reputed brands only** must be completed within 30 days from the date of receipt of the letter of award of the Tender. The Supplier shall make the items ready to use at Quarter No. 33, Ground Floor, Block-5, Type-V in the I.T. Colony, G.B. Block, Salt Lake, Kolkata-91 & Quarter No. 1, Ground Floor, Type-IV in the Aayakar Niwas, 18, Ultandanga Main Road, Kolkata-67 within the aforesaid period of 30 days. Failure to do so within the above mentioned time shall be treated as non-fulfillment of the Tender obligations and may cause levy of Penalty of Rs. 10,000/- for each day of default over and above the above period of 30 days.
4. The Successful Bidder (Supplier) shall furnish Performance Guarantee of an amount of Rs.50,000/- in the form of a Bank Guarantee of any Commercial Bank drawn in favour of the “Zonal Accounts officer, CBDT, Kolkata”, payable at Kolkata, within 10 days from the date of receipt of the letter awarding the Tender. The Performance Guarantee shall remain valid for a period of 60 (Sixty days) beyond the date of completion of all contractual obligations. In case the Performance Guarantee needs revalidation the same should be revalidated by the Supplier. Pr. C.C.I.T., WB & Sikkim, Kolkata shall not be responsible for payment of any interest on the Performance Security.
5. If the Goods are not supplied within 30 days from the date of receipt of the letter of award of the Tender, the contract may be terminated and the Performance Guarantee shall be forfeited. In case of such failure, Pr. C.C.I.T., WB & Sikkim, Kolkata shall be entitled to procure the goods from any other source without any liability to pay any compensation whatsoever to defaulting party.
6. The goods to be supplied should match the specifications mentioned in the Annexure-1 of the Bid Document. The Bidders shall be required to submit a declaration stating that the goods they would supply match the said specifications.
7. The Supplier shall not sub-contract any items referred to in Annexure-1. Any such act shall render the Bid to be rejected and would also cause forfeiture of Performance Security.
8. It shall be lawful for the Purchaser to reject the Goods in whole or in part thereof within reasonable time after actual delivery at Pr. C.C.I.T., WB & Sikkim, Kolkata, if the same are not functioning properly.
9. If the Supplier commits breach of any of the conditions, mentioned in the Bid Document, it shall be lawful for the Competent Authority, Pr. C.C.I.T., WB & Sikkim, Kolkata, to terminate the contract and purchase the Goods from any other source without incurring liability to pay any compensation.

10. The decision of the Competent Authority, Pr. C.C.I.T., WB & Sikkim, Kolkata as to any matter or question relating to the performance of the Contract shall be final and binding on the Supplier.
11. The supplier shall ensure that there is no violation of any Central or State Act or violation of any rules laid by and Local Authority by whatever name called. In case of any such violation, the Supplier shall be solely responsible for the consequences. Any Penalty, Fine, Interest etc. resulting due to such violation shall be solely met by the Supplier.
12. Pr. C.C.I.T., WB & Sikkim, Kolkata shall have the right to terminate the contract if at any time during the currency of the Contract it is felt that the Services of the Supplier are not up to the desired level or if the Supplier has violated any legal provision. In deciding as to what constitutes 'desired level' the decision of the Pr. C.C.I.T., WB & Sikkim, Kolkata, would be final. In such a situation, a notice of 10 days shall be given by Pr. C.C.I.T., WB & Sikkim, Kolkata for such termination.
13. The Supplier shall be required to enter into an agreement immediately on the award of the Contract. The agreement would be prepared on the basis of the Terms and conditions referred to in Section-I to Section-IV and Annexure of the Bid Document.
14. The Supplier shall also have the right to terminate the contract if at any point after the award of the Tender it is felt by them that they will not be able to complete the supply and placement of the Gymnasium Equipment and make them ready to use within the period of 30 days from the date of the letter awarding the Tender. However, in such a situation, the Performance Security shall be forfeited by Pr. C.C.I.T., WB & Sikkim, Kolkata.
15. The Supplier shall be solely responsible for any loss or damage to any people and property arising due to the negligence of the Supplier.
16. Pr. C.C.I.T., WB & Sikkim, Kolkata shall be entitled to recover from the contract amount any tax, cess, duty by whatever name called and required to be deducted at source or otherwise. It shall also be entitled to recover from the Supplier and remit any Government dues by whatever name called. However, any such action of recovery and remittance by Pr. C.C.I.T., WB & Sikkim, Kolkata shall be resorted to only when the Supplier fails to comply with any statutory law or rule. In such circumstances, the Performance Security shall stand forfeited and the recovery of the amount to be remitted shall be made from the outstanding dues of the Supplier.
17. The Supplier shall submit bills in triplicate within 5 days after successful supply and placement of the Gymnasium Equipment and making them ready to use. Pr. C.C.I.T., WB & Sikkim, Kolkata shall immediately take steps to process the bills after deduction of any Government dues, taxes or charges by whatever name called.
18. The decision of the Competent Authority, Pr. C.C.I.T., WB & Sikkim, Kolkata in respect of interpretation of the Terms and Conditions of the Agreement shall be final and binding on the Supplier.
19. Any unresolved dispute between the Supplier and Pr. C.C.I.T., WB & Sikkim, Kolkata would be tried under the jurisdictional Courts.

20. In case any dispute between the Supplier and Pr. C.C.I.T., WB & Sikkim, Kolkata could not be resolved by mutual discussion, the matter may be referred for Arbitration by a Sole Arbitrator to be appointed by Pr. C.C.I.T., WB & Sikkim, Kolkata. The provisions of Arbitration and Conciliation Act. 1996 shall be applicable.

21. The Technical Bid should contain the following.

- a] Technical Bid (in Annexure-2).
- b] Demand draft of Rs.50,000/- (Rupees Fifty Thousand) only as Earnest Money Deposit.
- c] Self-attested copy of valid TIN/VAT/GST registration certificate, Copy of the audited balance sheet, Profit and Loss Account and Income tax return particulars of the bidder for the previous 3 (three) financial years( 2013-14, 2014-15 ,2015-16 ) and 2016-17 if already submitted.
- d] Self-attested copy of Permanent Account No. (PAN Card).
- e] Self-attested copy of trade license / GST registration certificate.

22. The Financial Bid should contain the Annexure-3.

**GYMNASIUM EQUIPMENTS AND OTHER ITEMS (Including accessories).**

Sl.No.	Name of the Items	Technical Specification
1	Motorized Treadmill	Motor: AC 7 HP (Peak) 4.0 HP Speed: 1-25Km/hr. Elevation: 1 to 20 levels Programs: 8 Present, 1 Manual, 3 User Set Striding Surface: 1600 X 560 mm. Running Belt: Sigelling running belt. Computer Console: Blue Backlit LCD display shows Speed, Distance, Time, Calories, Pulse, Incline Level.
2	Upright Bike	Friction- Free Magnetic Resistance. Motorized Adjustable Workout Tension for Fitness levels. Programmable and functional Computer with large window LCD displays. Smooth and Quiet "Belt-Drive" system. Full adjustable Fore/Aft & up/down Seat. Front Transport Wheels for easy indoor movement.
3	Elliptical Cross Trainer	Console: Segmented 6" Blue Backlit LCD Console Console readouts: Elapsed Time, Active Speed/Active RPM, Distance Covered, Calories Used, Active Pulse (Heart Rate), Current Load/Watt Usage, Graphical display of program in use. Programs: 12 programs, 1 manual, 1 HRC, 1 Heart Rate Recovery, 1 Watt Control, BMI & Body Fat Analysis. Stride: 4800mm. Track: Highly durable Dual-Track System. Crank: 3 Pcs. Flywheel: 9 Kgs. Max User Weight: 120 Kg. Dimension: 1800 X 710 X 1730 mm (L X W X H)
4	Multigym- (4-Stations)	Multi Gym with 4 Weight Stack. Four person can do strength workout at a time. <b>Specifications:</b> Extra strong frame structure size 2" X 2" with increased load bearing capacity. High Class P.V. Coated Weight Plates. High Density closed hand grips. Covered weight stacks for extra safety & attractive looks.
5	Adjustable Bench Sit up Bench	Adjustments: Incline/Decline/Flat Multiple workout functions, Size: L-48", W-30", H-30", Pipe: 2" X 2" Pipe.
6	Dumbbells (Hex)	Rubberized Hexagon Dumbbells Tear proof, soundless & bouncy effect. Size : 2.5Kg X 2, 5Kg X 2, 7.5Kg X 2, 10Kg X 2, 12.5Kg X 2, 15Kg X 2 & 20 Kg X 2 Nos.
7	Gym Ball	Gym Ball 75cm.
8	Yoga Mat	Exercise Yoga Mat 5mm, Size: 24 X 68 inch.
9	Skipping Rope	Length : 9 feet, Soft Handle Grip.
10	W Machine	Heavy Duty Manual.



## **BID ANALYSIS STATEMENT**

SL NO	Name of the Items	Quantity	Manufacturer and model No	Compliance to suggested Tech Specification	Warranty Details
(1)	(2)	(3)	(4)	(5)	(6)
1	Motorized Treadmill				
2	Upright Bike				
3	Elliptical Cross Trainer				
4	Multigym- (4-Stations)				
5	Adjustable Bench Sit up Bench				
6	Dumbbells (Hex)				
7	Gym Ball				
8	Yoga Mat				
9	Skipping Rope				
10	W Machine				

### DECLARATION BY THE BIDDER

I/We hereby certify that the information furnished above are true and correct to the best of my/our knowledge and belief. In case any discrepancy is found in the above statement at any stage, the contract shall be liable to be terminated.

I/We also certify that the quotes have been quoted after understanding properly the terms and conditions as are laid in Section-I to Section-IV of the Bid Document.

I/We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid.

I/We understand that the decision of the Office of the Pr. C.C.I.T., WB & Sikkim, Kolkata to accept/reject the points of disagreements and proposed solution provided by us" would be final and binding.

I/We further certify that I/We, in my/our capacity as \_\_\_\_\_ of \_\_\_\_\_ am/are entitled to submit the bid.

Date

Place

(Signature of the Proprietor/Partner(s)/Director(s) or the  
Authorized Signatory with Name in Block Letters, date and Seal)

## FINANCIAL BID

DETAIL OF WORK TO BE EXECUTED THROUGH THIS TENDER  
Gymnasium Equipment and other Items including Accessories

Sl No	Name of Equipment	No. of equipment required	Amount in figure (Unit Cost)	Amount in figure (Total Cost of all Units)	Amount in word (Total cost of all Units)
1	Motorized Treadmill	(2x2) Nos.			
2	Upright Bike	(1x2) Nos.			
3	Elliptical Cross Trainer	(1x2) Nos.			
4	Multigym- (4-stations)	(1x2) Nos.			
5	Adjustable Bench Sit up Bench	(1x2) Nos.			
6	Dumbells (Hex)	(2.5Kg, 5Kg, 7.5Kg,10Kg, 12.5Kg, 15Kg & 20 Kg) X 2- 1 Set X 2Nos.			
7	Gym Ball	(1x2) Nos.			
8	Yoga Mat	(4x2) Nos.			
9	Skipping Rope	(2x2) Nos.			
10	W Machine	(1x2) Nos.			

Total Quote in Figure and Words (Inclusive of all Taxes, Surcharge, Cess etc.)

1) I/We have carefully read the Bid Document for supply of Gymnasium Equipment and other items at Pr. C.C.I.T., WB & Sikkim, Kolkata and do hereby offer to supply the items mentioned in annexure-1 of the Bid Document at the rate mentioned above.

2) I/We certify that the supplies of these items shall be in accordance with the nomenclature and specifications given in Annexure-1.

Deviation in specification, if any, may be informed in Technical Bid and Bid Analysis Statement {Annexure-2}

Date

Place

(Authorised signatory & stamp)

Name

Seal