



GOVERNMENT OF INDIA: MINISTRY OF FINANCE: INCOME TAX DEPARTMENT

भारत सरकार : वित्त मंत्रालय: आयकर विभाग

DIRECT TAXES REGIONAL TRAINING INSTITUTE: प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्था

110, Shanti Pally E.M. By-Pass Kolkata 700107

110, शान्ति पल्ली. ई. एम. बाईपास, कोलकाता - 700107

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F. No. DTRTI/Kol./Admin.30 (Part III)/2017-18/2843

Date: 31.01.2017

Tender No. 21/2016-17

**LIMITED TENDER INVITING BIDS FOR SUPPLY & INSTALLATION OF TELEVISION SETS**

Direct Taxes Regional Training Institute, Kolkata (hereinafter referred as DTRTI) (a Division of National Academy of Direct Taxes, Nagpur) invites sealed two-bid tender [Technical and Financial bid] from Manufacturers/Authorised distributors for supply and installation of "LED Television" at DTRTI, Kolkata of the size and specification as defined in the Section II, Scope of Supply of this Tender Document.

2. Interested Bidders may either download the Bid document from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or may collect it from the Additional Assistant Director (Trg.)-3, Kolkata, Office of the Additional Director General (RTI) Kolkata, Direct Taxes Regional Training Institute, Kolkata having office at 3<sup>rd</sup> Floor, 110, Shantipally, Kolkata - 700107 on any working day from 01.02.2017 to 10.02.2017 between 11:00 AM to 5:00 PM. In either case, tender document cost of Rs.500/- (Rs. Five Hundred Only) in the form of 'crossed demand draft' drawn in favour of "**ZAO, CBDT, Kolkata**" shall be enclosed with the bid.

3. Tender is invited in two parts i.e. (a) Technical bid and (b) Financial bid. The tender form for Technical bid in format prescribed in Annexure-I and the tender form for the Financial bid in format prescribed in Annexure-II, complete in all respects, along with requisite Earnest Money Deposit & Tender Document cost, shall be submitted in two separate sealed covers addressed to the Additional Director General (RTI), DTRTI, 110, Shantipally, E M Bypass, Kolkata-700107 by 12.00 PM on 15.02.2017.

4. The sealed covers should be superscribed with "**Technical bid for the supply of LED Television**" and "**Financial bid for the supply of LED Television**" respectively and deposited in the "**Sealed Tender Box**" meant for the purpose of accepting the bid documents. Only those bids which are found in the "**Sealed Tender Box**" shall be considered for award of Tender. The Financial bids of the technically acceptable offers will be opened at 3.30 PM on 15.02.2017 in the presence of the interested bidders at Room No. 303, DTRTI, Kolkata.

  
31/01/2017

(Sunita V Langstien)  
Addl. Asstt. Director of Income Tax (Trg.)-3  
Direct Taxes Regional Training Institute,  
Kolkata.



## SECTION-I

### ELIGIBILITY CRITERIA

1. Any Bidder which may be a Proprietorship firm, Partnership firm, an Indian Company or any other legal entity having at least 5 (five) years' experience as on 31-12-2016 in supply and installation of LED Television Sets shall be eligible to bid.
2. The Annual Turnover of the Bidder must be at least Rs.1.50 crore (Rs. One Crore fifty Lakh only) for each of the Financial Years i.e. 2013-14, 2014-15 & 2015-16.
3. The Bidder should have successfully supplied and installed at least 5 LED TVs (single order) in any State Govt./Central Govt./any PSU or any other Business Organisation.
4. The Bidder should attach the following documents along with the bid:
  - (i) Profile & track record of the bidder.
  - (ii) Financial Accounts for last three Financial Years, namely 2013-14, 2014-15 and 2015-16.
  - (iii) Photocopy of the PAN Card.
  - (iv) Photocopy of the Sales Tax/VAT and Service Tax Registration.
  - (v) Documentary proof for having successfully supplied and installed similar type of equipment /work in any State Govt./Central Govt./any PSU or any other Business Organisation.
  - (vi) Catalogue of the Television Sets under offer for supply.
5. The Bidder should not be involved in any criminal proceedings. It should not be debarred or black-listed by any authority earlier.
6. The Bidder shall be required to deposit Earnest Money of Rs.20,000/- (Rs. Twenty Thousand only) and Tender Document cost of Rs.500/- (Rs. Five Hundred Only) in the form of '**crossed demand draft**' drawn in favour of "**ZAO, CBDT, Kolkata**". The Earnest Money and Tender Document cost should be submitted along with the bid document. The demand shall be drawn on any commercial bank payable at Kolkata.



7. All pages of the Bid document should be signed by the Bidder or his Authorized Signatory with proper seal. Incomplete Bid document (whether unsigned, incorrectly filled, partly filled or otherwise) or Bid document without the requisite Earnest Money and Bid document cost or the bid document not submitted in the "**Sealed Tender Box**" or Bid document not '**sealed**' shall not be entertained.
  
8. The successful bidder shall be required to furnish Performance Guarantee of Rs.65,000/- (Rs. Sixty Five Thousand only) in the form of '**crossed demand draft**' drawn in favour of "**ZAO, CBDT, Kolkata**", within 5 (Five) days from the date of receipt of letter of award of the Contract. On successful completion of the supply installation of the Television Sets, the Performance Guarantee shall be returned within 90 days. No Interest shall be payable by DTRTI on this Performance Guarantee. The demand draft shall be drawn on any commercial bank payable at Kolkata.



## SECTION II

### SCOPE OF WORK

1. Direct Taxes Regional Training Institute, Kolkata is interested in purchase of below mentioned item as per specifications attached and invites quotations from eligible bidders.

<b>Sr. No.</b>	<b>Brief Description of item</b>	<b>Approx. quantity</b>
1	Supply & Installation of LED Television Sets of reputed Brands meeting the specifications mentioned in <b>FORM I of Tender Document</b> and including additional items/accessories required for installation	<b>37 (thirty seven) Units</b>

2. The requirement of purchase is for **37 (thirty seven) units of LED Television Sets**. This may be increased or decreased depending on the requirement of DTRTI.
3. The supply & installation of the LED Television Sets is to be carried out at Hostel Rooms at 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors of DTRTI building, DTRTI, 110, Shantipally, E M Bypass, Kolkata-700107 details of location of rooms will be informed at the time of installation of television sets. No separate charges will be paid for installation.
4. Make, type, literature and specifications of the LED TVs offered should be enclosed with the quotation. Details of after sale warranty/guarantee, etc. are to be provided. Warranty period, as applicable, should be clearly specified as per the manufacturer's norms. Under no circumstances the warranty period offered by the bidder will be less than that offered by the manufacturers.
5. The Bidder should submit the technical data of the item offered along with the tender as required in the Technical Specification in Form I.



## SECTION - III

### INSTRUCTIONS TO BIDDERS

1. The Bidders shall be required to submit the duly filled up Technical Bid in **Annexure-A** and Financial Bid in **Annexure-B** for supply and installation of LED Television Sets along with the Technical Specifications in Form I.
2. The Financial Bid in **Annexure-B** is to be placed **in a closed/sealed envelope** within the main envelope and **such Financial bid would be opened only if the bidder turns out to be successful in terms of technical requirements specified in Form I.**
3. Any attempt to influence the Officers or employees of DTRTI 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 Bidder shall be required to enclose with the bid document, Bid Document cost of Rs.500/- (Rs. Five Hundred Only) and Earnest Money Deposit (EMD) of Rs.20,000/- (Rs. Twenty Thousand only) in the form of Crossed Demand Draft drawn in favour of "ZAO, CBDT, Kolkata". Any bid without the requisite Bid Document cost and Earnest Money Deposit shall be summarily rejected. The EMD of all bidders other than the successful bidder shall be returned within 7 working days. The EMD of the successful bidder shall be returned within 5 days subject to the satisfactory deposit of Performance Guarantee by such bidder.
6. The Bidders should adhere to the time schedule of collecting and deposit/submission of the Bid. They should ensure that the Bid is submitted in time. DTRTI will not be responsible for any delay caused in submission of the Bid by the Bidder for whatever reasons.



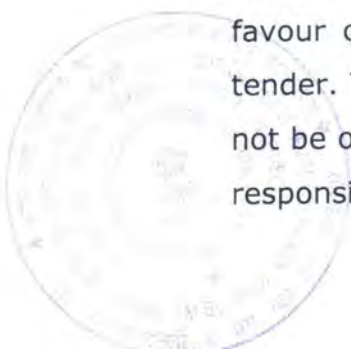
7. Delayed or incomplete tenders will not be accepted /considered.
8. The bids should be sent in a sealed cover addressed to the Additional Director General (RTI), DTRTI, Kolkata, 110, Shantipally, E. M. Bypass, DTRTI, Kolkata, so as to reach on or before **15/02/2017 latest by 12.00 Noon**. The bids will be opened in this Room No. 303 of DTRTI office on **15.02.2017 at 3.00 pm** in the presence of Bidders or their representatives/ agents such as they may choose to attend along with the authority letter to be produced at the time of tender opening.
9. The bid shall remain valid for a period of 90 days after the opening of the bid.
10. 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. The successful bidder shall be required to complete the work of supply of TV Sets within 10 (Ten) working days of receipt of award letter.
11. The Bidders shall carefully quote their bids. The quote in Figures and in Words should match. In case of mismatch of the quoted amount in Figure and Words, the quote whichever is lower, shall be treated as the quote. **No extra payment over and above the quoted amount will be paid by DTRTI.**
12. Successful bidder shall be determined after assessing the eligibility competency on the basis of compliance to the Technical Specifications in Form I which are the minimum requirements; earlier experience in supply & installation of LED TV sets subject to fulfilling all terms and conditions by the Bidder. In case, two or more bidders have quoted the same quote, the bidder complying with majority of the Technical Specifications shall be preferred for the award of Tender. Letter for Award of the Tender will be issued immediately thereafter.



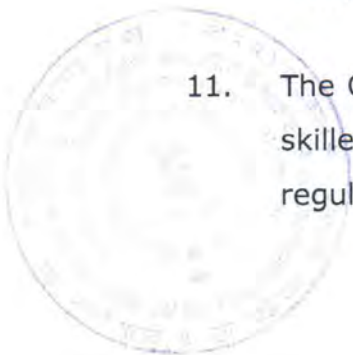
## SECTION - IV

### TERMS & CONDITIONS

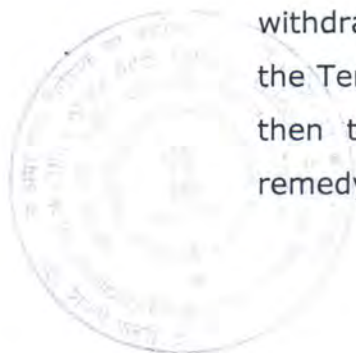
1. Section-I, Section-II, Section-III and Section-IV along with Annexure-A, Annexure-B and Technical Specification Form I constitutes the bid document. The Bidders shall submit the properly filled bid document and shall sign in every page of the bid document before submitting the bid document.
2. On 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. The quotation should specifically mention supply to be carried out, completion/delivery date, terms and condition of delivery. The prices given should be firm and as under.
  - a) The Prices quoted shall remain fixed during the entire period of supply contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
  - b) The 'Unit' price should be for the unit as indicated in the tender enquiry.
  - c) Prices quoted should be for delivery at given place and inclusive of charges as packing, transportation & installation of TV sets.
  - d) Prices including grand total are to be written in figure as well as in words.
4. The Earnest Money Deposit of Rs. 20,000/- (Rs. Twenty Thousand only) and Tender Document cost of Rs.500/- (Rs. Five Hundred Only) in the form of Demand Draft on Nationalized Bank/Commercial Bank drawn in favour of Zonal Accounts Officer, CBDT, Kolkata should accompany the tender. Tender without EMD shall be summarily rejected and their bid will not be opened at the time of tender opening and shall be rejected as non-responsive.



5. The successful bidder (hereinafter the 'Contractor') shall furnish Performance Guarantee of Rs.65,000/- (Rs. Sixty Five Thousand only) in the form of '**crossed demand draft/ Bank Guarantee**' from any nationalized bank drawn in favour of "**ZAO, CBDT, Kolkata**" within 5 (Five) days from the date of receipt of letter of award of the Contract. On successful completion of the supply & installation of LED TV Sets the Performance Guarantee shall be returned within 90 days. No Interest shall be payable by DTRTI on this Performance Guarantee. The demand draft shall be drawn on any commercial bank payable at Kolkata.
6. The Contractor shall arrange to dispatch the total items direct to DTRTI, Kolkata under prior intimation for delivery at site by whichever mode of transport he may choose, to ensure safe delivery at site. Unloading shall be done at site at the Contractor's expense. DTRTI will provide only storage space before installation. All necessary tools/accessories will be arranged by the Bidder. If required any other tests are necessary and required to be carried out, the arrangements are to be made by Bidder.
8. DTRTI shall not be responsible for the risk during transit, storage and installation; for the men deployed by the Contractor against any accident, death, etc. and the item and its accessories, tools etc. belonging to the Contractor against damage, loss, theft etc.
9. DTRTI reserves the right to place order for additional quantity up to 10% of the ordered quantity at the same rates and terms and condition during the currency of the contract.
10. The Contractor would be required to enter into an Agreement with DTRTI for Supply of TV sets as set out in this Tender document and for compliance to the warranty obligations.
11. The Contractor shall make his/her own arrangement for procuring labour, skilled and unskilled. He should confirm to all local government laws and regulations covering labour and their employment.



11. The Contractor and his employees shall comply with the regulation in force for controlled entry into DTRTI premises where supply is to be carried out.
12. If the Contractor or his/her workmen or servants shall break, deface, injure or destroy any part of the DTRTI building or any Technical Equipment in the premises DTRTI may get the same rectified and deduct the expense from any amount that may be than due or at any time thereafter may become due to the contractor.
13. The contractor shall indemnify and hold harmless DTRTI against all claims in respect of injury to any person howsoever arising out of the work in the course of such installation.
14. The supply shall be guaranteed against any defects for a period of OEMs warranty for the LED TV sets. Any parts failing during the guarantee period shall be repaired /replaced free of charge by the Supplier.
15. The entire supply at DTRTI site shall be completed within 10 (Ten) days from the date of placement of order. The contract will be treated as terminated automatically unless otherwise extended in writing.
16. 100% Payment will be released on satisfactory completion of entire supply and installation of LED TV sets. Further the Contractor shall submit the all bank details such as; Name of the Bank, Branch, Account Number, IFC code, MICR Code along with their bill for online payment (if possible, a Photocopy of the cheque leaf may be enclosed).
17. The quotations submitted shall remain open for acceptance for a period of 90 (Ninety) days from the date of opening of the Tender. If any Tenderer withdraws his Tender before the said period or makes any modification in the Terms & Conditions on the Tender which are not acceptable to DTRTI, then the Government shall, without prejudice to any other right or remedy, be at the liberty to forfeit of Earnest Money as aforesaid.



18. DTRTI reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. All Quotations/Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
19. If the Contractor fails to deliver the LED Television Sets within the period fixed for such delivery DTRTI may without prejudice to any other right or remedy, available to him to recover demurrages for breach of the contract.
20. If any defects / unsatisfactory supply & installation is found during the use of the items the same shall be replaced free of cost.
21. Any delay in supply from the stipulated schedule would invite a penalty of Rs.500/ - per day and in the event of delay of more than 5 (Five) days the letter of award shall be treated as cancelled and DTRTI shall not be responsible for any loss caused to the Contractor.
22. DTRTI reserves the right to cancel the tender process in case of changes in the Government procedures or any other administrative reasons.
23. Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
24. In case disputes are not resolved through mutual consultation the same will be referred to Arbitrator duly appointed by the Competent Authority of DTRTI, Kolkata, who will resolve the matter of dispute under the provisions of the Indian Arbitration & Reconciliation Act. The venue of arbitration will be at Kolkata.
21. Bidders shall enclose the check list duly filled in as per Pro forma of Technical Specification Form I. Incomplete check list or non-compliance may result in rejection of the Tender.



**FORM I**

**TECHNICAL SPECIFICATIONS**

**STATEMENT OF TECHNICAL SPECIFICATION AND PERFORMANCE**

The Bidder should submit the following technical data of the Television sets offered along with the tender.

<b>Sl. No.</b>	<b>Brief Description of the specification</b>	<b>Compliance Remarks/Comments</b>
1	Backlight	<b>LED</b>
2	Screen Size	<b>31.5 inch</b>
3	Resolution	<b>1366 X 768 (minimum)</b>
4	Dynamic Contrast Ratio	<b>Mega Contrast</b>
5	DTS Codec	<b>Required</b>
6	Speaker Type	<b>2CH (Down firing w/Bass Reflex)</b>
7	Digital Broadcasting	<b>DVB-T2/C</b>
8	Analogue Tuner	<b>Required</b>
9	Central RF Server Compatibility	<b>Compatible</b>
10	Hospitality Home Menu	<b>Required</b>
11	Logo Display with Time Out Setting	<b>Required</b>
12	Welcome Message	<b>Required</b>
13	HDMI Port	<b>Required</b>
14	USB Port	<b>Required</b>
15	Warranty	<b>Three (3) years onsite warranty</b>



**TECHNICAL BID**

1. Name of the Concern (Bidder) \_\_\_\_\_
  
2. Address \_\_\_\_\_  
(Including Contact No. & email) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Names and Addresses of the Individual/  
Partner(s)/Director(s)/Proprietor  
(With contact details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. The Turnover of the Concern for F.Ys.-2013-14      2014-15      2015-16  
(Attach copies of Final Accounts)
  
5. Whether the concern is engaged  
for at least 5 (five) years as on 31-12-2016  
in Supply of Television Sets  
(Attach copy of supporting documents) Yes/No
  
6. Is any criminal case is pending against  
the Proprietor/ Partners/ Directors of  
the Concern or whether they were at any  
time involved in any criminal case: Yes/No
  
7. Whether the Bidder agrees to all the  
Terms and Conditions as are referred  
to in Section-I, Section-II, Section-III  
and Section-IV of the Bid Document: Yes/No



8. Whether the concern possesses all the Statutory/non-statutory registrations, permissions, approvals etc. from the Competent Authorities for scope of Supply as per terms and conditions of the bid document: Yes/No

9. Has the Bidder been ever debarred or black-listed by any ? If yes, Give details: Yes/No

10. Permanent Account No.(PAN)  
(Enclose copy of PAN): -----

11. Service Tax Registration Number  
(Attach copy): \_\_\_\_\_

12. Detail of Supply executed of similar nature  
List of clients and experience in the field.  
(Attach copy)

13. After sale service details to be enclosed:  
(Attach Note)

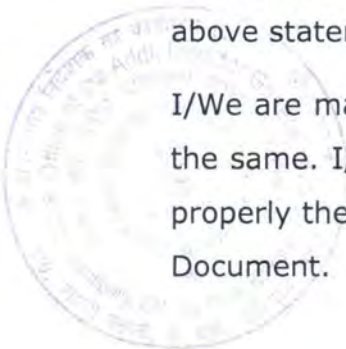
14. Details of Earnest Money Deposit: Amount: \_\_\_\_\_  
And Tender Document Cost D.D. No. & Date: \_\_\_\_\_  
Amount \_\_\_\_\_  
D.D. No. & Date: \_\_\_\_\_

Name of Drawer Bank & Branch:-

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 are making this offer after carefully reading the conditions and understood the same. I/We also certify that the quote has been quoted after understanding properly the terms and conditions as are laid in Section-I to Section-IV of the Bid Document.



properly the terms and conditions as are laid in Section-I to Section-IV of the Bid Document.

I/We further certify that I/We, in my/our capacity as

\_\_\_\_\_ 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**

1. Name of the Concern (Bidder) \_\_\_\_\_
  
2. Address \_\_\_\_\_  
(Including Contact No. & email) \_\_\_\_\_
  
3. Names and Addresses of the Individual/  
Partner(s)/Director(s)/Proprietor \_\_\_\_\_  
(With contact details) \_\_\_\_\_
  
4. Quote for **1 (One) Unit** of Television Set (In Rs.) (**Inclusive of all costs, taxes, etc.**)  
Name of the Brand \_\_\_\_\_  
Name of the Model/Series \_\_\_\_\_  
Amount quoted per Unit of TV (in Rs.)  
In figures \_\_\_\_\_  
In Words \_\_\_\_\_

**DECLARATION BY THE BIDDER**

1. 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.
2. I/We are making this offer after carefully reading the conditions and understood the same. I/We also certify that the quote has been quoted after understanding properly the terms and conditions as are laid in Section-I to Section-IV of the Bid Document.

3. \_\_\_\_\_ I/We  
further certify that I/We, in my/our capacity as  
\_\_\_\_\_

\_\_\_\_\_ am/are entitled to submit the bid.



Date:

Place: