

Tender No. 3 of 2016-17**INVITATION OF BIDS FOR SUPPLY & SETUP OF DESKTOP COMPUTERS**

Sealed Tenders (Two Bid system) [Technical and Financial Bid] are invited by the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, 6th Floor, Kolkata - 700071 (hereinafter referred to as 'User') for supply and setup of desktop computers in the Office of the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, 6th Floor, Kolkata - 700071. Suppliers/Vendors/Contractors with experience, fulfilling the terms & conditions as mentioned in the Tender document and capable of supplying and setting up of the desktops as specified in Annexure-I to this document may submit their Tenders with the requisite documents such as Earnest Money Deposit, Service Tax Registration Certificate, Cost of Application etc. as mentioned in the Tender Document.

1. The Bidders may obtain the 'Tender Document' from the Income Tax Officer (Technical), (Exemptions), Kolkata on all working days from 01.12.2016 to 12.12.2016 between 11.00 am to 5.00 pm on payment of Rs.500/- (Rupees Five Hundred only) by crossed demand draft of any Commercial Bank drawn in favour of "Zonal Accounts Officer, CBDT, Kolkata" payable at Kolkata. The Tender document can also be downloaded from the website www.incometaxindia.gov.in. In either case, the cost of the Tender Application shall be paid separately and enclosed along with the Tender.
2. Tender will be opened on 21st December 2016 at 11.30 am. If due to any exigency, the due date for opening of the Tender is declared a closed holiday, the Tender will be opened on the next working day at the same time.
3. Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen thousand only) is required to be submitted by the Bidders along with the Tender in addition to the cost of Tender Document. The EMD may be submitted in the form of a Crossed Demand Draft of any of the Commercial bank drawn in favour of the Zonal Accounts Officer, CBDT, Kolkata.
4. Both The Technical Bid and the Financial Bid (should include Annexure-I) shall be placed in two separate envelopes and super scribed as 'TECHNICAL BID FOR SUPPLY AND SETUP OF DESKTOP COMPUTERS AT THE OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), KOLKATA' and 'FINANCIAL BID FOR SUPPLY AND SETUP OF DESKTOP COMPUTERS AT THE OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), KOLKATA' and then placed in a separate cover super scribed as "TENDER FOR SUPPLY AND SETUP OF DESKTOP COMPUTERS AT THE OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), KOLKATA" and sealed. This sealed envelope should also contain requisite EMD and the cost of application (In case the Bid application is downloaded from website).
5. Pre-bid Conference will be held on 09.12.2016 at 11.30 am in Room No. 3, 6th Floor, Office of the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, Kolkata - 700071 for the bidders satisfying the Terms and conditions specified in the Technical Bid. The last date of submission of the sealed tenders will be 20.12.2016, till 06.00pm.




(Magpen Bhutia)

ITO(Tech), (Exemptions), Kolkata
O/o The CIT(Exemptions), Kolkata

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SECTION - I

ELIGIBILITY OF THE BIDDERS

1. The Bidders should have supplied similar items to Central/State Government Departments/Public Sector Undertakings/Local authorities. Details of orders for supply of computers successfully completed should be furnished in the Technical bid.
2. The Bidder will quote only for one brand of computer, i.e H.P (Hewlett-Packard), with the specification as prescribed.
3. 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.
4. The Bidder should be able to supply and supply and install the desktops as are described in the Annexure-I of this bid document at the Office of the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, 6th Floor, Kolkata - 700071, within 10 days from the date of receipt of the order communicating the award of Tender.
5. The Bidder is required to submit a sum of Rs. 15,000/- (Rupees Fifteen thousand only) as Bid Security i.e. Earnest Money Deposit (EMD) in the form of an Account Payee demand draft of any commercial bank, drawn in favour of 'Zonal Accounts Officer, CBDT, Kolkata' payable at Kolkata. The EMD shall be submitted along with the Technical Bid.
7. The Bidder is required to submit along with their Tender a sum of Rs. 500/- (Rupees Five Hundred) only as cost of Tender in the form of an Account Payee demand draft of any commercial bank, drawn in favour of 'Zonal Accounts Officer, CBDT, Kolkata' payable at Kolkata. The EMD shall be submitted along with the Technical Bid.
8. The Bidder is required to furnish along with the Technical Bid self-attested copies of the following.
 - a. PAN Card & Sales Tax, Service Tax, VAT Registration Certificate.
 - b. Copy of acknowledgment of submission of the last return of income.




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SECTION - II

SCOPE OF WORK

1. The Successful Bidder (hereinafter referred to as "Supplier") shall supply all the desktops as per specifications mentioned in Annexure-I at the Office of the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, 6th Floor, Kolkata - 700071 and install them at the rooms and areas as identified by the User. The obligation of supplying and installing the desktops shall be complete only when each of the items is made 'ready to use' at the respective places identified by the user. All charges or expenses required for placing the same at its designated place shall be borne by the Supplier.
2. The desktops as per Annexure-I shall be supplied and made ready to use by the Supplier within a period of 10 days from the date of receipt of the letter awarding the Tender to the Supplier.
3. The items to be supplied by the supplier should be of H.P (Hewlett-Packard) make, with the specification as prescribed. While filling the Tender document, the Bidders required to submit a document as per Annexure-II to specify the Model No. as per their standard brochures and paste a picture of the desktop which it considers to match with the specifications as per Annexure-I.
4. The User may refuse to take delivery, if any one item is found to be defective. The Supplier shall be responsible for replacement of such defective items within a period of 02 days from the date of communication of such defect. The decision of the Commissioner of Income Tax (Exemptions), Kolkata shall be final in deciding what constitutes a defect. The User shall not be responsible to bear any kind of expenses to be incurred by the Supplier for replacement of the defective items. Any such expenses shall be borne solely by the Supplier and the same shall not be reimbursed or paid by the User.




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SECTION -III

INSTRUCTIONS TO THE BIDDERS

1. The Bidders are required to submit the duly filled in Technical Bid, Financial Bid including the Annexure-I which is considered as Part of Financial Bid and Annexure-II along with the respective documents mentioned in the different sections of the Tender Document.
2. Only those Bidders who satisfy the Terms and Conditions of Technical Bid may attend the Pre-bid conference to be held on 09.12.2016 at Room No. 3, 6th Floor, Office of the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, Kolkata - 700071, from 11.30 am to 01.30 pm for seeking clarifications on any other matter before submission of quote. The representatives of the bidders shall be allowed to attend the pre-bid conference on production of an authorization letter as referred to in para 10 below.
3. The 'Technical Bid' & 'Financial Bid' shall be placed in two separate envelopes and Super scribed as "TECHNICAL BID FOR SUPPLY AND SETUP OF DESKTOP COMPUTERS AT THE OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), KOLKATA" and 'FINANCIAL BID FOR SUPPLY AND SETUP OF DESKTOP COMPUTERS AT THE OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), KOLKATA' and then placed in a separate cover super scribed as "TENDER FOR SUPPLY AND SETUP OF DESKTOP COMPUTERS AT THE OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS), KOLKATA" and sealed. The EMD and the cost of application (Even in case it is downloaded from website) should be included in the envelope of Technical Bid. Duly filled in Annexure-I & II shall be submitted in the envelope containing Financial Bid.
4. The 'User' intends to Purchase item as mentioned in Annexure-I satisfying the specifications mentioned against such item. The Bidder shall ensure that they mention in Annexure-II, against the respective column, the exact model of desktop which they intend to supply in respect of such item along with a photograph of such model.
5. The Bidders should ensure that they satisfy all the conditions as are mentioned in all Sections-I to IV of the Tender document and in the Annexures-I & II.
6. Bidders should have the capacity to supply and install all the items of 'Desktop Computers' as referred to in Annexure-I of the Bid document and make it ready for use within 10 days from the date of receipt of the letter communicating the award of the Tender. Extension of contracted delivery period will be at the sole discretion of the 'User', with applicability of penalty clause.
7. Incomplete or unsigned bids or conditional bids or bids without all documents are liable to be rejected. Similarly tendering of false/misleading documents or information will cause disqualification of the bidder and consequent rejection of the Bid.
8. Any attempt to influence the officers or employees of the O/o the CIT(Exemptions), Kolkata by the bidders either directly or indirectly shall result in rejection of the Tender submitted by the Bidders
9. The Bidders may depute their representatives, duly authorized in writing along with their attested photograph and signature, to witness the opening of tenders on the due date and time. No one shall be allowed to witness the opening of tenders unless and until proper authorization is submitted. Any request of postponement of tender opening time, on any ground, will not be entertained.



10. Tender deposited may be allowed to modified or withdrawn till 5.00 pm of 20.12.2016. No correspondence will be entertained to modify or withdraw any Tender thereafter. Any such attempt by the bidder will result in forfeiture of EMD.
11. The 'User' reserves the right to accept or reject the tender without assigning any reason.
12. Modification of any of the terms and conditions as are referred in any part of the Tender Document or putting forth own conditions by the bidders would cause the bid to be rejected summarily and would also result in forfeiture of EMD
13. A sum of Rs. 500/- (Five Hundred) only and a sum of Rs. 15,000/- (Rupees Fifteen thousand only) only shall be submitted by the Bidders along with their bids as cost of Tender Document (even if the Tender document is downloaded from Website) and as Earnest Money Deposit (EMD) respectively. Both the Cost of Tender document and the EMD shall separately be submitted in the form of Account Payee Demand Drafts of any of the Commercial bank drawn in favour of the "Zonal Accounts Officer, CBDT, Kolkata" and payable at Kolkata. The cost of the Tender document submitted by the bidder is non-refundable. EMD is to remain valid for a period of 30 days beyond the final installation. EMD of the unsuccessful bidder will be returned on or before the 30th day after the award of the Tender. The EMD of the successful bidder would be returned, without any interest whatsoever.
14. The Tender will be opened on 21st December 2016 at 11.30 am in Room No. 3, 6th Floor, Office of the Commissioner of Income Tax (Exemptions), Kolkata, 10B, Middleton Row, Kolkata - 700071. If due to any exigency, the due date for opening of the Tender is declared a closed holiday or some other reason the User office can't function on that date, then the Tender will be opened on the next working day at the same time.



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SECTION-IV

EVALUATION CRITERIA OF PRICE BIDS

1. The Bidders are required to provide the following details, clearly written on the face of the sealed envelope containing the Bid:-
 - a. Complete Name, Address & Contact details of the Bidder
 - b. Tender opening date (as given in the Tender enquiry).
2. The Technical Bid, Financial Bid and Annexure-I & II Format is given with this Tender Document. The Bidders are required to fill it up correctly with full detail.
3. The broad guidelines for evaluation of Bids will be as under:
 - a. The Technical bid submitted by the Bidders shall be opened first on the date of opening of Tender. Financial Bids of only such bidders whose Technical Bid is found to be in order shall be opened and evaluated.
 - b. In Annexure-I, if there is a discrepancy between the rate per unit and the total price that is obtained by multiplying the rate per unit with the quantity, the unit price will prevail and the total price will be corrected. In the Total Quote if there is a discrepancy between the words and figures, the amount in words will prevail for calculation of Quote which however shall be subject to any correction due to the above.
 - c. The Bidder who agrees to supply and install all the desktop computers as referred to in Annexure-I and whose Quote is lowest shall be considered for the award of contract subject to his fulfilling all Terms and Conditions referred to in Sections I to IV of the Bid Document including the Technical Bid, Financial Bid and Annexure-I& II.
 - d. The Total quote should be inclusive of any taxes, duties, cess, fees etc. by whatever name called or any other charges.



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PROFORMA FOR TECHNICAL BID

The Technical Bid should be supported by the documents indicated. The Demand Drafts in respect of Cost of Tender Document and 'Earnest Money Deposit' should be submitted with the 'Technical bid'.

1. Name and address of the Bidder.
2. Telephone No./Fax No./Mobile No.
3. Website/e-mail address.
4. Permanent Account Number (PAN) (provide proof).
5. Details of VAT & Service Tax registration (provide proof).
6. Details of Demand Drafts enclosed
(DD No. and Amount, Issuing Date, Issuing Bank & Branch)
(i) Cost of Tender Document
(ii) EMD
7. Details and proof of orders fulfilled during the last three years
8. Whether debarred or Black-listed on any occasion
9. Whether any criminal proceedings pending or initiated.
10. Whether all conditions in Sec-I to Sec-IV & Annexure-I,II are accepted. (Yes/No)

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 Department in future.

I/ We also further certify I/We are authorized and competent to make this declaration.

Place:

Date:

Signature of Bidder/Authorised Person

Name:_____

Rubber Seal of the Bidder.

PROFORMA FOR FINANCIAL BID

1. Name of the Bidder:
2. Address (with Tel. No. & Email Id):
3. Contact Person(s) (with mobile No. & Email Id):
4. Whether the Total Quote includes all:
Taxes, Cess, duties etc. by whatever
name called and all charges (Yes/No)
5. The All Inclusive Total Quote for all the:
items of Annexure-I
(Mention both in Figures and words)
6. Whether the Price of each item is more:
than the Maximum Retail Price? (Yes/No)

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 Department in future.

I/ We also further certify I/We am/are authorized and competent to make this declaration.

Place:

Date:

Signature of Bidder/Authorised Person

Name:_____

Rubber Seal of the Bidder.

ANNEXURE – I

Sl.	ITEM	DESCRIPTION OF PRODUCTS	Quantity
1.	Desktop Computer	Supply & installation of desktop computers of HP (Hewlett-Packard) make, with the following specifications : HP Desktop Computer with Core i3 or above processor/ minimum 4GB RAM /500GB HDD or above/Q8 series Chipset/LED Monitor at 18.5 inches or above/windows 8 OS or latest(preloaded)/in built wi fi connectivity/key board & mouse/ three years onsite warranty to be provided	10 to 12

Total Price

Rs.

Add Taxes or any other Charges by whatever Name called

Rs. _____

Total Quote (In Figures)

Rs. _____

Total Quote (In Words) _____

(Total Quote in Figures and words should be identical and should be quoted in Sl. 5 of the Financial Bid)

Place:

Signature of Bidder/Authorised Person

Date:

Name: _____

Rubber Seal of the Bidder.

ANNEXURE-II

Sl No.	Sl No. of Annexure-I	Model No. of the desktop computer to be supplied	Photo of the Model from the standard Brochures
1.	1.		

Place:

Date:

Signature of Bidder/Authorised Person

Name: _____

Rubber Seal of the Bidder.