

# BID DOCUMENT

## PRINTING AND SUPPLY OF FILE DOCKETS, PADS AND ENVELOPES

OPEN TENDER No.18/CCAP/PR/File Docs./2015-16,

Dated: 09/11/2015

GOVERNMENT OF INDIA, MINISTRY OF FINANCE  
OFFICE OF THE CHIEF COMMISSIONER OF  
INCOMETAX, 2<sup>nd</sup> FLOOR, AAYAKAR BHAVAN,  
DABAGARDENS, VISAKHAPATNAM - 530 020.

Tel: 0891 - 2713777 / 400.

VISIT US AT : [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

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OFFICE OF THE CHIEF COMMISSIONER OF  
INCOMETAX,  
2<sup>nd</sup> FLOOR, AAYAKAR BHAVAN, DABAGARDENS,  
VISAKHAPATNAM - 530 020.  
Tel: 0891- 2713444 / 400.  
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SECTION-I

DOMESTIC COMPETITIVE BIDDING

(Through call of Open Tenders)

OPEN TENDER No.18/CCAP/PR/File Docs./2015-16

Dated:09-11-2015

Name of Work	Printing and Supply of File Dockets, File Pads, Brown Envelopes (closed & window types) and Green closed cloth envelopes
Last Date & Time for receipt of Bid	20-11-2015, 15:00 Hrs
Time and Date of Opening of Bid	20-11-2015, 16:00Hrs.
Place of Opening of Bid	Room No. 203, 2 <sup>nd</sup> Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam- 530 020
Mode of obtaining tender documents	Website:- <a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a>

OFFICE OF THE CHIEF COMMISSIONER OF  
INCOMETAX,  
2<sup>nd</sup> FLOOR, AAYAKAR BHAVAN, DABAGARDENS,  
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SECTION-II

INVITATION FOR BID

OPEN TENDER No.18/CCAP/PR/File Docs./2015-1

Dated: 09/11/2015

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Sub: Tender for printing and supply of file docket, file pads, brown envelopes (closed and window models) and green closed cloth envelopes - Reg.

Chief Commissioner of Income Tax, Visakhapatnam, invites sealed bids through Open Tenders under the two-bid system from reputed manufacturers, franchisees, distributors, or dealers for printing and supply of file docket, file pads, brown envelopes (closed and window models) and green closed cloth envelopes.

2. Sealed quotations along with Earnest Money Deposit (EMD), as specified in the bid document, should be deposited in the sealed box arranged for this purpose at the entrance of B-Block beside the chamber of ITO(PR) latest by 20-11-2015 up to 15.00 hours. The tenders will be opened at 16.00 hours on the same day in the Conference Hall, 2<sup>nd</sup> Floor, Aayakar Bhavan, Dabagardens, Visakhapatnam – 530 020.

3. The complete bidding document is available for viewing and downloading at our website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

**( M ALWAR )**

Income Tax Officer (Hqrs) (PR),

O/o. CCIT-I, Visakhapatnam.

## SECTION-III

### INSTRUCTION TO BIDDERS

1. This invitation for Bids is open to reputed and established manufacturers, dealers, franchisees and distributors having an annual turnover in this line of business of Rs. 10.00 lakhs or more during the three F.Yrs. 2012-13, 2013-14, 2014-15. Photocopies of the final accounts/VAT/Sales Tax returns in support of annual turnover must be enclosed with the bid failing which the bid will be rejected.
2. Copies of valid Central/State sales tax registration certificate, proof of manufacturing unit/dealership/franchise/distributorship and copy of three work orders exceeding Rs. 50,000/- executed in the past, have to be submitted.
3. The office of the Chief Commissioner of Income tax, Visakhapatnam, is hereinafter referred to as "the Purchaser".
4. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
5. The bidder is required to fill up the Profile of its Organization in the format given as per Annexure-1 of the Bid Document.
6. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders will be notified of the amendment which will be binding. The amendment will also be available in the department website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).
7. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.
8. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
9. The bids are to be submitted in two parts in separate sealed envelopes, i.e., Technical Bid and Financial Bid and these two envelopes should be placed in another envelope duly sealed.

10. The Technical Bid prepared by the bidder shall include the following:

- (a) Standing of each Bidder Manufacturer/Dealer/Distributor/Franchisee including past experience in supply of the tendered material, proof of manufacturing Unit/Dealership authorization, etc., (Self attested certificates to be enclosed).
- (b) Full particulars of 3 previous executed work orders exceeding Rs. 50,000/-. (Self-attested copies of the relevant work orders to be enclosed).
- (c) Copy of the balance sheet, profit and loss account and Auditor's Report of the bidder in case books of account are maintained and if not, copies of VAT/Sales Tax returns evidencing turnovers for the previous three financial years (2012-13, 2013-14 & 2014-15).
- (d) A copy of PAN card.
- (e) Copy of Sales Tax Registration Certificate and VAT Registration Certificate.
- (f) Details of support facilities to execute the order.

11. The Financial Bid shall comprise of the price component indicating the unit price for each item indicated in the Section-V of the bid document. The unit price thereof shall not be overwritten. It will be mandatory for all the prospective bidders to quote the unit price of each item mentioned in Section V of the bid document and the bid will be evaluated on the basis of the unit price quoted.

- (a) The price quoted must be net price per unit inclusive of all expenses, rates & taxes.
- (b) The prices of tendered items accepted by the Purchaser shall remain unchanged till a period of one year from the date of finalization of bids. In the event there is a reduction or increase in Government levy/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty. However, the Purchaser is not liable in any manner whatsoever for considering any claim of fresh imposition and /or increase of Excise Duty, Customs Duty, Sales Tax etc., on raw materials and/or components used directly in the manufacture of contracted goods taking place during the pendency of contract.
- (c) Prices shall be quoted in Indian rupees only.

12. In exceptional circumstances, the Purchaser may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its performance guarantee. A Bidder granting the request will not be required nor permitted to modify the bid.

### 13. Sealing and Marking of Bids:

- (a) The Technical Bid along with EMD instrument should be placed in one sealed envelope super scribed 'Technical Bid'. The Financial Bid should be kept in a separate sealed envelope super scribed 'Financial Bid'. Both the envelopes should then be placed in one single, sealed envelope super scribed 'Bid for Printing and Supply of File Dockets, Pads & Envelopes" and should be addressed to the Income-tax Officer (P.R.O), O/o. CCIT, Visakhapatnam. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- (b) Both the inner envelopes super scribed Technical Bid and Financial Bid should have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.
- (c) If the outer and inner envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
- (d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super scribed, "Technical Bid", the Bid document will be summarily rejected in the first instance itself.
- (e) All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.

### 14. Deadline for Submission of Bids:

- (a) Bids must be received by the Purchaser at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.
- (b) The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- (c) Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser in the bid document will be rejected and returned unopened to the Bidder. The Purchaser shall not be responsible for postal delays.

15. Modifications and Withdrawal of Bids:

- (a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.
- (b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The purchaser should receive it before the deadline for submission of bids.
- (c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

16. Opening and Evaluation of Technical Bids:

- (a) The Tender Committee appointed by the Purchaser will open all Technical Bids in the first instance on the appointed date, time and venue.
- (b) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact the Purchaser on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.
- (d) Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- (e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated to the qualifying bidders. The purchaser may at its option chose to open the financial bids immediately after the opening and evaluation of the Technical Bids.

17. Opening and evaluation of Financial Bids:

- (a) The Tender Committee appointed by the Purchaser will open the Financial Bids of the bidders as specified in Para 16(e) above.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited.

18. The Purchaser prefers to have the payment schedule wherein full payment will be made within 30 days of submission of bills by the bidder.
19. The Purchaser reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Purchaser's action.
20. The Purchaser will award the contract, within 10 days of the opening of the Financial Bid, to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid. The time limit of 10 days may be extended by the purchaser for administrative reasons.
21. The "bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative, in which case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
22. The Bidder shall sign its bid with the exact name of the concern to whom the contract is to be awarded.
23. The Bid document filed by the bidder shall be typed or written in indelible ink.
24. It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
25. The Courts of India at Visakhapatnam will have exclusive jurisdiction to determine any proceeding in relation this contract.
26. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
27. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract.

Read and accepted.

Signature and stamp of

Bidder or Authorised Signatory

## SECTION - IV

### TERMS OF CONTRACT

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. A sum of Rs. 10,000/- (Rupees Ten Thousand only) must be deposited as Earnest Money Deposit (EMD) in the shape of Bank Draft in favour of "Administrative Officer (DDO), O/o. The CCIT, Visakhapatnam" & must accompany the technical bid in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful tenderer fails within the time fixed by the Purchaser to sign the contract on terms contained in the bid document, or fails to execute the order within the stipulated time. The earnest money of the successful Bidder will be refunded after the furnishing of valid Performance Guarantee. For the other Bidders, the earnest money instrument will be returned within 10 days of the completion of the financial evaluation. No interest will be payable on this deposit. The EMD will be forfeited if the successful bidder, due to any circumstances whatsoever, fails to accept the offer for supply, or fails to sign the contract within the time prescribed, or expresses its intention directly or indirectly not to accept the work order, or expresses its inability to supply the items, or fails to submit the bank guarantee within the prescribed time, as per the terms and conditions of the bid document.
3. The successful bidder will be required to deposit a Performance Bank Guarantee of Rs.50,000/-. The Bank guarantee should be executed in the pro-forma in Annexure-2. It should be valid for two months exceeding the period of contract, i.e., fourteen months from the date of declaration of successful bidder. The bank guarantee must be submitted within 10days from date of issue of first supply order. The security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder.
4. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
5. In the event of bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders in Section III shall also form part of the contract.

6. The terms and conditions of contract given in this Section along with the Instructions to Bidders should be signed and returned in the envelope marked as 'Technical Bid', otherwise the tender is liable to be rejected.
7. The maximum period for complete and satisfactory performance of the contract is one year from the date of finalization of bids. For this purpose, the time limit of one year commences from the date of communication of the result of the tender to the successful bidder, by way of telephonic intimation, by e-mail or in writing, whichever is earlier.
8. All above conditions will be enforced, unless written order of Purchaser is obtained relaxing any specific condition in any specific instance.
9. The Purchaser does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders. The purchaser reserves the right to place work order for supply of required items either in one lot or in installments depending upon the requirement. The Purchaser may also increase or decrease the quantity of items.
10. Bidders may please note that no payment will be released in advance and claim should be made for the entire payment covered by a single work order immediately upon execution of the order.
11. This contract is to become applicable from the date of communication of the acceptance of the bid to the successful bidder, by way of telephonic intimation, by e-mail or in writing, whichever is earlier, which will be treated as the first day of the contract, in addition to being counted as the first day for the period of five weeks, stipulated for supply of all items, specified in the contract. The contract will be valid till the completion of one year from the end of the month in which the successful bidder is declared. In the event of any breach of the agreement at any time on the part of the Supplier, the contract may be terminated summarily by the Purchaser without compensation to the Supplier.
12. Any change in the constitution of the concern of the Supplier shall be notified forthwith by the Supplier in writing to the Purchaser and such change shall not relieve any former member of the concern from any liability under contract. No new person shall be accepted into the concern by the Supplier in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
13. The articles to be supplied under this contract will be of the quality equal and answerable in every respect to the specification given in the list accompanying the tender and approved by the Purchaser. The Supplier shall be responsible for all complaints as regards the quality. In case of dispute regarding quality of articles, the decision of the Purchaser will be final and binding on the Supplier.

14. The Purchaser or its nominee duly authorized in writing shall have the power to inspect the items before, during or after manufacture, dispatch, transit or arrival and to reject the same or any part or portion through a communication in writing, if it is not satisfied that the same is equal or according to the specification as per tender notice submitted. The Supplier shall not charge or be paid for supplies rejected as above and such supplies shall be removed by the Supplier at once and at his expense. The Purchaser shall not be under any liability for rejected supplies and the same will be at the Supplier's risk. Rejected supplies shall be removed by the Supplier within ten days of the issue of notice rejecting such supplies, failing which such rejected supplies will be removed at Supplier's risk and The Purchaser may charge the Supplier, rent for space occupied by such rejected supplies.

15. If during the currency of the contract the specification of any article or articles to be supplied there under be changed, the Supplier shall continue to comply with demands for the supply of the said article or articles in accordance with the new specifications at a rate to be mutually agreed to in writing at the time of such change and in default of such agreement, the contract in so far as it relates to the said article or articles in respect of which no agreement has been arrived at, shall terminate but no such change shall affect the supply of any other articles under the contract or entitle the Supplier to any compensation.

16. The purchaser reserves the right to place the order of requirement either in single lot or in installments during the currency of the contract, in which case each of such installment constitutes an independent work order and the time limit for supply of items in a single work order is forty five days from the date of placement of work order. Failure to comply within the stipulate time-frame would result in levy of liquidated damages @ Rs. 100/- for every day of delay over and above the stipulated 45 days time. The recovery through liquidated damages will be without prejudice to the other remedies available to the Purchaser under the terms of the contract. In case of non-payment by the Supplier, recovery will be made from his bills or Performance Guarantee with the Purchaser provided that:

(a) If the delayed supplies are accepted by extending the delivery period by the Purchaser on an application in writing by the Supplier then, no extra price or additional cost for any reason whatsoever beyond the contractual cost will be paid to the Supplier for the delayed supplies. In such cases the Purchaser may, at its discretion decide either to levy or waive liquidated damages in respect of the delayed supplies. The decision of the Purchaser in this regard will be binding on the Supplier.

(b) On failure of the Supplier to make supply within the period stipulated in the contract or within the extended period decided by the Purchaser pursuant to the written request of the supplier, risk purchase at the cost of the Supplier will be made by the Purchaser. The cost thus incurred, will be recovered from the Supplier from his pending bills or by encashing the Performance Guarantee, whichever is available. The procedure will be adopted after sending registered notice to the Supplier. In addition to the above, the Purchaser reserves the right to place the Supplier in the panel of black listed concerns.

(c) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within seven days of occurrence of such event. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.

(d) After placement of contract, there may be some unforeseen situation compelling the Purchaser to cancel the contract. In such a case, the Purchaser shall send a suitable notice to the Supplier for the cancellation of the contract, in whole or in part, for its convenience, inter alia, indicating the date with effect from which the termination is to become effective.

17. The Supplier acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the contractor. The Supplier shall not plead ignorance as an excuse in case of complaint against the supplies, or rejection of supplies tendered by him or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligation under the contract.

18. No payment will be made in advance for any supplies under this contract.

19. In the event of the Supplier failing to fulfill or committing any breach of any of the terms and conditions of this contract or supplying items liable to rejection or failing, declining, neglecting or delaying to comply with any demand or requisition or otherwise not executing the same in accordance with the terms of this contract, then without prejudice to the Purchaser's right and remedies otherwise, Purchaser, shall be entitled to terminate this contract forthwith, encash the bank guarantee and to blacklist the Supplier and purchase or procure or arrange otherwise at the Supplier's risk and at the absolute discretion of the Purchaser, as regards the manner, place and time of such purchases, such supplies, as have not been supplied or have been rejected under this agreement or are required subsequently by the Purchaser, there under, in case purchase or supplies together with all incidental charges or expenses, shall be recoverable from the Supplier on demand, and the Supplier shall not be entitled to benefit from any profit which may accrue to Purchaser.

IN WITNESS THEROF the parties have here-into se their hands on the dates indicated below:-

1. (In the case of a firm)

Signed By The Above Named Firm Of \_\_\_\_\_

Through \_\_\_\_\_ partner of the firm.

Signature

(Name & Address)

2. (In the case of a company)

The seal of the \_\_\_\_\_ Company, Limited, was affixed by the virtue of the resolution of the Board No. \_\_\_\_\_, dated \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Secretary's Signature \_\_\_\_\_

(i) Date \_\_\_\_\_

(in either case) in the presence of

1. Signature : \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

2. Signature : \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

Signed by: \_\_\_\_\_

On behalf of the office of the CCIT, Visakhapatnam. (The Purchaser)

## SECTION-V

### TECHNICAL SPECIFICATION OF THE TENDERED ITEMS

Sl.No.	GENERAL DESCRIPTION OF THE ITEM	SIZE	UNIT
01.	File on grey board 320 GSM with single colour printing (bilingual) Top and back side with centre creasing.	10"x14" (open size)	100 per bundle.
02.	Envelopes on craft paper 100 GSM with single colour printing on front side.	11"x4.75	50 per pack
03.	Window envelopes on craft paper 100 GSM with single colour printing on front side.	11"x4.75	50 per pack
04.	File pads made of 3 mm brown coloured cardboard bound with red coloured cloth on the four corners and red coloured flaps along with thread at centre.	10"x14"	25 per pack

Note:

01. Matter to be printed on the file folders is to be obtained from the PRO Section, O/o. The CCIT, Visakhapatnam, before submission of the tender documents.

02. Samples of material / paper being used shall be enclosed to the quotations in a separate envelope marking the corresponding item number as given above.

03. The minimum requirement of the above items by the purchaser will be as under:

(1) File on grey board - 320 GSM : 600 Bundles

(2) Brown envelopes closed on craft paper  
100 GSM with single colour printing : 100 Packs  
on front side.

(3) Brown envelopes window on craft paper  
100 GSM with single colour printing : 100 Packs  
on front side.

(6) File Pads – 10"x14" : 200 Packs

SECTION - VI  
TENDER FORM  
(Technical Bid)

(On the letter head of the concern submitting the bid)

To

The Tender Evaluation Committee,  
Office of the Chief Commissioner of Income tax,  
2<sup>nd</sup> Floor, Aayakar Bhavan, Dabagardens,  
Visakhapatnam - 530020.

Ref: Tender No.

Dated:

Sir,

1. I / We hereby undertake to supply the items as specified in Section V of the Bid / tender document and agree to hold this offer open for a period of one year from the date of declaration of the successful bidder. I / We shall be bound by a communication of acceptance issued by you.
2. I / We have understood the instructions to Bidders and Terms and Conditions of Order as enclosed with the invitation to the tender and have thoroughly examined the specifications and am / are fully aware of the nature of the goods required and my / our offer is to supply the goods strictly in accordance with the specifications and requirements.
3. A Crossed Bank Draft in favour of the Zonal Accounts Officer, Central Board of Direct Taxes (CBDT), Visakhapatnam, for Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on the name of the Chief Commissioner of Income Tax, Visakhapatnam bank payable at Visakhapatnam.

4. The following have been added to form part of this tender. (refer para 10 of invitation for bid)

- (a) A note on past experience of the bidder in the line of business.
- (b) Copy of the audited balance sheet, profit and loss account and Auditor's Report/Copy of VAT/Sales Tax Returns of the concern for F.Y. 2012-13, 2013-14 and 2014-15.
- (c) Copy of valid Central / State sales tax registration certificate.
- (d) Copy of at least three supply orders exceeding Rs. 50,000/-.
- (e) Proof of manufacturing Unit / Dealership authorization.
- (f) A copy of PAN card.
- (g) Information regarding litigation, bankruptcy, insolvency or winding up etc.,
- (h) Details of abandoned / delayed work orders.
- (i) Details of order support facilities.
- (j) Copy of the authorization / resolution authorizing the signatory to sign the bid document on behalf of the concern.
- (k) Any other relevant documents in support of the Bid. (Please give the details)

5. The details of items bid for as called for in Annexure-V is enclosed.

6. We undertake to execute all orders, which have been placed to meet emergent requirements on priority basis.

7. Certificate that the bidder is :

A sole proprietorship firm and the person signing the bid document is the sole proprietor / constituted attorney of the sole proprietor.

Or

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariable be duly attested by the person authorized to sign the bid document)

8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order between us, and the time limit of six weeks will begin with the communication of your acceptance of our bid.

Yours faithfully,

(Signature of bidder)

Dated this \_\_\_\_ day of \_\_\_\_ of 2015.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company Seal

# SECTION - VII

## TENDER FORM

### (Financial Bid)

(On the letter head of the concern submitting the bid document)

To

The Tender Evaluation Committee,

Office of the Chief Commissioner of Income tax-I,

2<sup>nd</sup> Floor, Aayakar Bhavan, Dabagardens,

Visakhapatnam – 530 020.

Ref: Tender No.

Dated:

Sir,

1. Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for supply of goods as per the invitation for this and in conformity with the said bidding document.

2. We hereby undertake to supply the items specified in Section-V of the bid document at the prices and rates mentioned below:

Sl.No.	GENERAL DESCRIPTION OF THE ITEM	SIZE	UNIT
01.	File on grey board 320 GSM with single colour printing (bilingual) Top and back side with centre creasing.	10"x14" (open size)	100 per bundle.

02.	Envelopes on craft paper 100 GSM with single colour printing (bilingual) on front side.	11"x4.75	50 pack per
03.	Window envelopes on craft paper 100 GSM with single colour printing (bilingual) on front side.	11"x4.75	50 pack per
04.	File pads made of 3 mm brown coloured cardboard bound with red coloured cloth on the four corners and red coloured flaps along with thread at centre.	10"x14"	25 per pack

3. I / We do hereby undertake that, in the event of acceptance of our bid, the supply of material shall be made as stipulated in the tender document and that we shall perform all the incidental services.

4. The price quoted is net price per unit inclusive of all expenses and taxes. I / We enclose herewith the complete Financial Bid as required by you.

5. I / We agree to abide by your offer of validity of quoted rates for a period of two years from the date of opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

6. I / We have carefully read and understood the terms and conditions of bid document and its implications. I / We do hereby undertake to supply the specified items.

7. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor / constituted attorney of the sole proprietor.

Or

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariable be duly attested by the person authorized to sign the bid document)

8. I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us, and that the time limit prescribed for supply and installation of the items will begin from the date of the communication of the acceptance of the bid.

Yours faithfully,

(Signature of bidder)

Dated this \_\_\_\_ day of \_\_\_\_ of 2015.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company Seal

# ANNEXURE-1

## PROFILE OF THE ORGANISATION

1. Name of the Concern :
  
2. Status of the Concern : Proprietary / Partnership / Private /  
Govt. / Others (Specify)
  
3. Postal Address :
  
4. Telephone :
  
5. Fax :
  
6. E-mail :
  
7. Web site :
  
8. Year of Establishment :
  
9. Activities / Services offered :
  
10. PAN allotted by IT Dept. :
  
11. Returned Income for  
Preceding two Financial Years: F.Y. 2012-13 :  
F.Y. 2013-14 :  
F.Y. 2014-15 :
  
12. Name of the Head of the  
Organization / Managing :  
Director

Date:

Place:

Signature of Authorized Signatory

# ANNEXURE-2

TO

The President of India WHEREAS

..... (name and address of the supplier)(hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... dated ..... to supply (description of goods and services)(herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of ....., 2015.

.....  
(Signature of the authorized officer of the Bank)

.....  
(Name & designation of the officer)

.....  
(Seal, name & address of the Bank and address of the Branch)

(Bank's common seal)