



**OFFICE OF THE
COMMISSIONER OF INCOME TAX(DR)(ADMN.)
INCOME TAX APPELLATE TRIBUNAL,
LOK NAYAK BHAWAN, KHAN MARKET,
NEW DELHI-110003**

F.No. CIT(Admn.)/ITAT/2016-17/660

Dated: 13.12.2016

Tender Notice – “Supply of New Computer Systems”

The Commissioner of Income Tax (Admn.), ITAT, Delhi invites sealed bids/quotations from original equipment manufacturer/dealers/supplier for supply & installation of computer systems along with UPS and laser jet printers (4 in 1) as per details of items given in Annexure-A as per the terms and conditions are given in Annexure-B.

Tender documents shall be accompanied by a demand draft/Banker's Cheque of Rs. 500/- drawn in favour of the CIT(DR)(Admn.), ITAT, Delhi, towards cost of the tender. The tender documents along with instructions and terms & conditions can be downloaded from the web site www.incometaxindia.gov.in or www.emprocurement.gov.in or can be taken from the undersigned also. The sealed bids complete in all respects must be submitted in the office of Sr. DR (Admn.), ITAT, Room No. 711, 7th Floor, Lok Nayak Bhawan, Khan Market, Delhi latest by 22.12.2016 by 4 pm super-scribing on the envelope as “Quotations for Computer Systems” The decision of the Office would be binding on the all the bids. Financial bids will be opened after examining the technical bids. Financial bids of only those who qualify the technical stage will be opened. Thereafter, work order or contract will be awarded to L1 bidder.

The Commissioner of Income Tax(Admn.), ITAT, Delhi reserves the right to accept or reject any or all tender(s) without assigning any reason whatsoever. The date and time of opening of sealed covers is 22.12.2016 at 4:30 pm. The place of opening of tender bids is same as mentioned above.

(BALJEET SINGH)

Income Tax Officer(Admn.),
ITAT, Loknayak Bhawan, New Delhi.

Income Tax Officer
Hqrs. (Admn.) ITAT,
New Delhi

Copy to:

1. All major Notice Boards at Income Tax Department office in Delhi.
2. Website of the Department.

ANNEXURE – A

Details of Computer systems required

Hardware
Processor : Intel i5 or equivalent
OS : Windows 10
RAM : 4 GB – DDR3 RAM expandable upto 32 GB
Hard Disk : 1 TB
Screen : 21.5" (1920 x 1080) HD display with LED
Keyboard and Mouse : Wireless
Wireless Connectivity and Bluetooth
Graphics (Integrated)
Ports : 4 USB 2.0
DVD Drive : One
Webcam (Integrated)
Additional Speakers (two)
UPS – 1KVA
Software
MS Office 2016 (lifelong subscription)
Anti-virus with Internet Security (One year subscription)
Java : JRE 1.7
Miscellaneous
Warranty : 3 year

Details of Laser Jet Printers required(four in one)

Black-and-white printing both sides (A4)
Black-and-white copying both sides (A4)
Black-and-white and colour scanning
FAX

ANNEXURE – B

Terms & Conditions

1. Interested parties should have wide experience working with Government Departments.
2. Interested concern are requested to quote the rate of items mentioned in annexure –A inclusive of all related expenses such as transportation cost, risk insurance, packing, loading and unloading, labour, taxes applicable and installation etc. and warranty period for the same in their quotation.
3. Time period/limit of 5 days are allowed to supply and installation of computer systems with UPS and laser Jet Printers (4 in 1).
4. Cost of Bid documents of Rs. 500/- (Non-refundable) is to be submitted in the shape of demand draft/Banker's Cheque of Rs. 500/- drawn in favour of the CIT(DR)(Admn.), ITAT, Delhi.
5. The decision of office shall be final with regard to technical and financial bid. The office reserves the right to accept or reject any or all the tenders without assigning any reason.
6. Tender shall be submitted in the specified format which can be collected by the DDO.
7. The technical and Financial bid form in the prescribed proforma, complete in all aspects, will be kept in separate sealed cover super-scribed as "TENDER FOR SUPPLY OF COMPUTER SYSTEMS ALONGWITH UPS AND LASER JET PRINTER" and should be submitted to the office of the Sr. DR (Admn.), ITAT, New Delhi.
8. Each page of the technical bid containing specification and financial bid shall be signed and stamped by the bidder or its authorized signatory.
9. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the successful bidder. In such eventuality, the Department further reserves the right get the work done from open market.
10. The decision of the Office would be binding on the bidders.
11. If at any stage the information/declaration given by the bidder is found to be false the bidder will be disqualified immediately and the work order will be withdrawn.
12. Warranty period of items supplied will be three (03) year from the date of installation. Components found to be defective during the warranty period, shall be repaired/replaced free of cost. The period of guarantee/ warranty should be clearly mentioned in the quotation.
13. In case the bidder withdraws or is terminated for violation of terms and conditions or deficiency in items provided to this office, the bidder will be penalized as deemed fit. If any penalty is levied then that it will be deducted from the bills.
14. The bidder should submit the following documents along with tender, failing which the tender will not be considered.

15. The firm should be registered with Sales Tax Deptt./Trade & Taxes Deptt., Govt. of NCT and to furnish copy of the Certificate and valid PAN Card.
16. An undertaking that their firm/agency has not been black listed or penalized by any Govt./authority/Department.
17. The bidder shall give an undertaking that the firm/agency agrees with the terms and conditions of Tender documents.
18. Details of work done in any Govt. / PSU / prominent sector if any in the last 5 years.
19. In case of any lapse/default in honouring the terms and condition at any stage after submitting the tender bids the work order will be withdrawn with immediate effect.
20. Quoted price of Computer Systems with UPS and laser jet printers (4 in 1) with make/model and specifications.

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date