



**OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX (CCA)
CENTRAL REVENUE BUILDING, I. P. ESTATE, NEW DELHI.**

F. NO. ITS&RC/Pur. Of Sports Goods/2014-15/

Date: 08.01.2015

Notice for Inviting Tender

The office of the Principal Chief Commissioner of Income Tax - Delhi, New Delhi on behalf of the President of India invites Quotations in sealed covers from reputed parties latest by 1 P.M. on 12.01.2015 for supply of Sports Kits as detailed below to the Income Tax Department, Delhi:

Sr. No.	Description	Quantity
1	Tracksuits	89
2	Sports Bags	89
3	Shoes	89
4	Cricket White Kits	16
5	Swimming Costumes	08
6	Athletic Kits	11 Men / 3 Women
7	Bodybuilding Costumes	01
8	Lawn Tennis (Shorts and T-Shirts)	02
9	Chess (T-Shirt)	01
10	Football (Shorts, T-Shirts and Socks)	17
11	Badminton (T-Shirts and Shorts)	01

The bidder shall furnish a sample each of the above mentioned items at the time of opening of bids. The bid should be in the sealed envelope quoting price of each item separately. The financial Bids of only those vendors would be opened whose all items/samples would be approved/ passed by the Tender Evaluation Committee.

The bid shall be opened at 4 P.M. on 12.01.2015 in the Conference Hall, 3rd Floor, C.R. Building, New Delhi in the presence of one representative of each of the bidder who wishes to be present.

Any vendor/agency who wishes to supply these items and have sufficient experience of dealing in the related field can submit the quotation for the same.

The tender documents along with instructions and terms & conditions can be downloaded from the web site www.incometaxindia.gov.in or <http://eprocure.gov.in/cppp/> or can be collected from Room No. 337, O/o the Additional Commissioner of Income Tax, (Hqrs.) (Admn.), Central Revenues Building, IP Estate, New Delhi-110002 **from 11:00 AM on 07.01.2015 till 11.00AM on 12.01.2015(except Saturday & Sunday) against payment of Rs. 500/- (Rupees five hundred only)(Non refundable)** by way of demand draft, in favour of the DCIT(Hqrs.)(Fin.), payable at New Delhi. In case of tender document downloaded from the net, tender fee may be enclosed with the Bid in the form of demand draft.

Last date of sale of tender forms 12.01.2015 till 11:00 AM.

Date & Time for submission of quotations is 11:00 A.M. to 1:00 PM on 12.01.2015.

Date & Time of opening of quotations at 4:00 P.M on 12.01.2015.

Place of opening of Tender Bids – Conference Hall, 3rd Floor, Central Revenue Building, IP Estate, New Delhi-110002.

**DEPUTY COMMISSIONER OF INCOME TAX,
(HQRS.) (ADMN.), NEW DELHI.**

GENERAL INSTRUCTIONS TO THE TENDERERS

- i. The Earnest Money Deposit of Rs. 10,000/-(Rupees seven thousand only) by way of Demand Draft in favour of **the DCITI(Hqrs.)(Admn.) payable at New Delhi.**
- ii. The offers without EMD will be rejected. However, there is exemption of EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of GFR, 2005. A copy of valid certificate shall be enclosed along with the Bid for availing EMD exemption.
- iii. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the bid Application must be initiated by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
- iv. The envelope containing Financial Bid shall be opened on the scheduled date and time, in the Conference Hall, 3rd Floor, office of the Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, Indraprastha Estate, New Delhi-110002 in the presence of the duly authorized representatives of the Company / Firm / Agency, if any, who wish to be present on the spot at that time.
- v. The competent authority of Office of the Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to annul any or all bids without assigning any reason.
- vi. The bidder shall quote the financial bids as per the format enclosed at Annexure I.
- vii. The Tenderer shall submit the copy of PAN, TIN and VAT registration along with the Bid of the tender document.
- viii. The Agency shall raise the bill, in triplicate after providing the desired goods to office of Deputy Commissioner of Income Tax (Hqrs.) (Admn.), Central Revenue Building, I.P Estate, New Delhi-110002 for sanction and payment as soon as possible.
- ix. The Office of the Pr. Chief Commissioner of Income tax (CCA), Delhi, New Delhi, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to withdraw/ relax any of the terms and conditions mentioned in the tender document.
- x. All the goods to be supplied shall be of international standard/international repute.
- xi. The bidder will have to furnish samples/items along with the quotations/bids. These samples would be evaluated & approved/passed by the Tender Committee. The financial Bids of only those vendors would be opened whose all items/samples would be approved/passed by the Tender Evaluation Committee.

OTHER TERMS AND CONDITIONS:-

- 1) Any short supply, inadequacy or defective supply with regard to material quoted by the contractor as stated in the financial bid shall be viewed seriously.
- 2) The delivery of the items must be completed within 03 days of work order given to the successful bidder.
- 3) The price quoted should be inclusive of all taxes and delivery charges.
- 4) No advance payment will be made by the Department.
- 5) Failure to deliver the goods before the scheduled time will be liable for cancellation of the work order.
- 6) The brand name, if any, has to be given by the bidder.
- 7) The bidder should adhere to the provisions of all laws in every respect.
- 8) The bidder shall submit the bills after satisfactorily supplying of goods so as to enable the Department to process the same and pay the bidder.
- 9) Tax, if any, shall be deducted at source as per the Income Tax Act from the bills.
- 10) **In the event of any exigencies, the Department shall have discretion to send request for more or less number of items mentioned in the contract as per the rate approved.**
- 11) Any tax as per laws in force shall be paid by the Contractor.
- 12) Any damages or loss caused during transit will have to be bear by the contractor.
- 13) The contractor will ensure that the items supplied should be to the satisfaction of the Pr. Chief Commissioner of Income Tax (CCA), Delhi, New Delhi.
- 14) In case the contractor withdraws or the Pr. Chief Commissioner of Income Tax(CCA), Delhi, New Delhi terminates the contract for violation of terms and conditions and/or deficiency in items during the period of contract, the contractor will be penalized as deemed fit.
- 15) The contractor will not sublet or transfer any part of the contract.
- 16) If the quality of any items is found not satisfactory by this office then the contractor will be asked to replace them immediately.
- 17) Payment will be made on satisfactorily supply of items on receipt of bill. No advance payment will be made in any case. If any penalty is levied then that will be deducted from the bills.
- 18) In the event of any question, disputes or difference arising between the both parties relating to any interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by the mutual consultations and on failure to do so will be referred for arbitration to the nominee of the Pr. Chief Commissioner of Income Tax(CCA), Delhi, New Delhi. The decision of arbitration to the agreement in this regard will be final and binding upon both the parties. The parties will continue to perform obligation under this agreement during arbitration proceedings.
- 19) The venue for arbitration will be New Delhi.

- 20) Right to decide the actual numbers of items, their quality, make, brand and bidder completely lies with the department/ the Pr. Chief Commissioner of Income Tax (CCA), Delhi, New Delhi.
- 21) The Income Tax Department, Delhi Region reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 22) Any time prior to the last date for receipt of bids, the Department may for any reason, modify the Tender Document.
- 23) The EMD will be forfeited in the following cases:
 - a. If the bidder fails to accept the order based on his offer within the prescribed time.
 - b. If the bidder fails to supply the items with specifications in compliance to specification given in the tender document.
 - c. If the bidder delays supplies beyond a reasonable time.
 - d. If the items supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, the Pr. CCIT, Delhi shall have the right to totally reject the items and claim for compensation.

**DEPUTY COMMISSIONER OF INCOME TAX,
(HQRS.) (ADMN.), NEW DELHI.**

FINANCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No.:-----
2. Name of the Tenderer:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

Sr. No.	Description	Quantity	Amount
1	Tracksuits	89	
2	Sports Bags	89	
3	Shoes	89	
4	Cricket White Kits	16	
5	Swimming Costumes	08	
6	Athletic Kits	11 Men / 3 Women	
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11	Badminton (T-Shirts and Shorts)	01	

4. The rate quoted should be inclusive of basic price and all other cost including cartage, taxes & duties (as applicable). The price competitiveness shall be given consideration while analyzing the commercial bid.
5. It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (c) of “Terms & Conditions” of this tender.
6. Documents to be enclosed with the bid.
 - a. Duly signed & stamped Tender Documents (All pages) as mark of acceptance.
 - b. Details of latest two buyers to whom the similar supplies were made should submitted in the following format:

S. No.	Name of Client alongwith contact details	Quantity Supplied

Signature of the Tenderer with Stamp