

GOVERNMENT OF INDIA
PRINCIPAL DIRECTOR OF INCOME TAX (INVESTIGATION), PANAJI
2nd Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa
Phone : 0832-2421485 Fax: 0832-2421586

Tender No. PDIT (Inv.)2/PNJ/Tender/2015-16

Dated: 04/11/2015

TENDER NOTIFICATION FOR SUPPLY OF MISCELLANEOUS OFFICE EQUIPMENTS

1. The Principal Director of Income Tax, (Inv.), Panaji invites two-bid tender [**Technical and Financial bid**] from reputed distributors/ manufacturers for supply and installation of Miscellaneous office equipments for the office of the Principal Director of Income Tax (Inv.), Panaji located at Plot No. 3, Right Wing 3rd Floor, Tristar Building, Patto, Panjim, Goa - 403001.
2. The Bidders are requested to obtain the Bid forms and the Terms and Conditions from the Income Tax Officer (HQ)(Inv.), O/o the Principal Director of Income Tax (Inv.), Panaji, **2nd Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa** from the date of publication of tender notification on all working days between **11.00 AM and 1.30 PM upto 09-11-2015** by payment of Rs.500/-(Rupees Five hundred only) by crossed demand draft drawn in favour of 'Zonal Accounts Officer' CBDT, Panaji.
3. The Bid forms and all other details can also be downloaded from the websites: www.incometaxindia.gov.in/www.incometaxbangalore.in The cost of the Bid document shall be paid separately as mentioned in the Terms and Conditions.
4. The timelines for the prebid meeting, submission and opening of bids are mentioned in the Bid document.

Issued by:
Income Tax Department
Panaji.

NOTICE INVITING TENDER

To _____

1. Sealed Tenders for supply of miscellaneous office equipment for the Income tax office at Right Wing 2nd Floor, Tristar Building, Plot No. 3, Patto, Panjim, Goa - 403001 from reputed distributors/ manufacturers with experience/ financial/ infrastructure/ manpower capabilities in accordance with relevant clauses of the Bid Document is hereby invited.

1.1 The overall guidelines are as under:

1.1.1	Description of scope of work	Supply and installation of miscellaneous office equipments as specified for the Income Tax office at Right Wing 3 rd Floor, Tristar Building, Plot No3, Patto, Panjim, Goa - 403001.
1.1.2	Type of Bid	TWO BID- Technical and Financial Bids
1.1.3	Contract Period	45 days from the date of issue of Purchase Order.
1.1.4	Earnest Money Deposit	Rs. 50,000
1.1.5	Mode/Validity of E.M.D.	Crossed DD /Pay Order/ Bankers Cheque issued by Scheduled/Nationalised Banks drawn in favour of 'ZAO, CBDT, Panaji valid for at least 180 days from the date of Technical/Financial Bid Opening.
1.1.6	Security Deposit	5% of the value of purchase order
1.1.7	Validity of Security Deposit	180 days after expiry of Contract
1.1.8	Cost of Bid Document (Non-Refundable)	Rs.500/- only by crossed DD drawn in favour of 'ZAO, CBDT, Panaji'
1.1.9	Period/Dates & Time of issue of Bid Document	04/11/2015 To 09/11/2015 From 11.00 AM to 01.30 PM (During Working Day) www.incometaxindia.gov.in/www.incometaxbangalore.in
1.1.10	Pre-bid meeting	06/11/2015 at 11.00 AM at 2nd Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa
1.1.11	Date & Time of Closure of bid	09/11/2015 up to 06.00 PM
1.1.12	Date & Time of opening of Financial Bid	11/11/2015. 11:00 AM
1.1.13	Bid Validity	180 days from final date of submission of bids
1.1.14	Deposit of Bid Documents	One Single Envelope with Two Separate envelope ie [one marked as Technical Bid for supply and installation of furniture and other as Financial Bid for <u>supply and installation of miscellaneous office equipments</u> and deposit in the Inward Section of the Office of the Principal Director of Income Tax (Inv.), Panaji, 2nd Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa
1.1.15	Date of commencement of Work	Date which is indicated in purchase order

1.2 The bid process shall be as detailed in this Notice Inviting Tender [NIT].

1.3 The Agency are requested to study the full document before participating in the bid process and submit the Bid Forms enclosed, with signature on all the pages of the bid document as a proof of having read it.

1.4 Adopting unethical means will debar the bidder from the bidding process besides inviting other action as per Rules.

Sd/-

(NISHANT.K IRS)

Deputy Director of Income Tax (Inv.),
Unit-1, Panaji.

SPECIFICATIONS
PART-1

1. The Principal Director of Income Tax, (Inv.), Panaji, invites sealed two-bid tenders from the for the supply and installation of miscellaneous office equipments for the Income tax office at Right Wing 2nd Floor, Tristar Building, Plot No. 3, Patto, Panjim, Goa - 403001 from reputed distributors/ manufacturers with experience/ financial/ infrastructure/ manpower capabilities in accordance with relevant clauses of the Bid Document. Detailed specifications are given in **Annexure-1**.

PART-2

Technical criteria:

i. Registration: The bidder should have a valid PAN card, Sales tax/VAT and Service Tax registration. A self-attested copy of the documents is to be enclosed.

ii. Turnover: The average gross business receipts of the bidder **should be more than Rs.20 lakhs during the FYs 2011-12, 2012-13 & 2013-14.** A copy of the Return of Income (AY 2012-13, 2013-14 and 2014-15) filed along with a certificated copy of the accounts for the above FYs should be enclosed.

iii. The bidder should have similar work to any of the organizations among Government/private/autonomous body/banks/PSU/ hotels/educational institutions, etc. in Panaji any time during any of the last three financial years i.e. FY 2012-13, FY 2013-14 and FY 2014-15, the value of any such *single* purchase order should have been Rs.5 Lakhs or more. Necessary proof regarding the same is to be submitted.

Terms and Conditions:

i. Earnest Money Deposit(EMD): EMD of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/ Banker's Cheque of Nationalised bank drawn in favour of "Principal Director of Income Tax, (Investigation), Panaji, Goa", has to be presented.

ii. Security Deposit: The successful bidder has to submit 5% of the value of the equipments & furniture to be supplied as security deposit in the form of Bank Guarantee from nationalized bank in favour of "**Principal Director of Income Tax, (Investigation), Panaji, Goa**" only after which the work order will be issued. The Bank Guarantee shall be released after completion of the specified warranty period. The security deposit will be withheld in the event of the party not honouring the commitment with regard to the timely completion of work/non-compliance of warranty conditions.

iii. The EMD of the successful bidders shall be released after submission of security deposit equivalent to 5% of the value of the purchase order. EMD will be returned to all the unsuccessful bidders at the end of selection process.

iv. The bidder is responsible for installation of the furniture and office equipment in the IT Office as specified by the Department. No separate charges will be paid for this purpose.

v. 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.

vi. Financial bid shall indicate separately all the Taxes/Duties/Charges applicable for various product categories.

vii. The bidder shall sign and stamp each page of the tender and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.

viii. The selected suppliers shall be in a position to supply and complete the work within 45 days from the date of issue of the work order/or at a later date as it may be specified by the Department. Any delay in this regard shall invite a penalty of Rs.1,000/- per day.

ix. The Department reserves the right to increase or decrease the quantity of items at the time of the placing the purchase order. However the variation will not be more than 10% of the numbers as specified in this bid.

x. The Department shall take all necessary steps to make payment for the purchase after submission of the Invoice along with the "Installation Certificate" certified by the Hiring Committee.

ESTIMATE					
NAME OF WORK : PROPOSED FURNISHING OF OFFICE PREMISES AT THIRD FLOOR, TRISTAR, PATTO PANJIM, GOA.					
CLIENT :- INCOME TAX DEPARTMENT					
TITLE :- OFFICE EQUIPMENT					
DATE :-					
Sr. No.	Particulars	Unit	Quantity	Rate	Amount
1	EPABX SYSTEM				
	EPABX with No. of Extensions: 24, No. of Junctions: 8, No. of Expandable Ports: 96, Operator's Console: 01, Compatible: ISDN	Nos.	1		
	Telephone instruments with Alpha numeric keypad with speed dialing, ring tones etc.	Nos.	16		
3	FIRE ALARM SYSTEM				
i	SMOKE DETECTOR CABLING				
	Proving of 3 x 1.5 sq.mm. armoured copper Cable (YVY) including saddling, making of holes and chasing if any	RM	50		
ii	SMOKE DETECTOR ACCESSORIES	Nos.	2		
	Providing and fixing of 12 way SPN DB double door with suitable MCB and isolator as required				
4	CCTV SYSTEM WITH CAMERA RECORDING AND MONITORING DEVICE				
i	Camera	Nos.	4		
ii	Monitor	Nos.	1		
iii	Digital Recording System	Nos.	1		
iv	cables of CCTV Cable in 20 mm P.V.C. pipe	RM	150		
5	CHANNEL MUSIC INCLUDING AMPLIFIER				
a	SPEAKERS				
	Providing and fixing of speaker of 8" dia installation & supply	Nos.	4		
b	AMPLIFIER	Nos.	1		
6	MISCELLANEOUS OFFICE EQUIPMENTS				
	a) Microwave	Nos.	1		
	b) Refrigerator	Nos.	1		
	c) Water dispenser	Nos.	2		
	d) Electric Kettle	Nos.	3		
	e) Exhaust fans	Nos.	2		

f) Ceiling fans (reputed brand)	Nos.	12		
h) 32" T.V.	Nos.	1		
i) Set top box	Nos.	1		
j) Push Bells	Nos.	10		
k) Wall hung emblems & frames	Nos.	12		
l) Foot mats	Nos.	4		
m) Wall clocks	Nos.	3		
n) Wall hung display	Nos.	12		
o) Trash bins	Nos.	20		
p) Foot rest	Nos.	4		
q) Brass Income Tax Emblems	Nos.	2		
			TOTAL	
			VAT @12.5% EXTRA AS APPLICABLE	
			GRAND TOTAL	

ANNEXURE-2

PROFORMA FOR TECHNICAL BID

The Technical Bid should be as given below and should be supported by the documents indicated. The Demand Draft/Bankers' Cheque in respect of '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 Draft/Banker's enclosed. Cheque in respect of EMD. Cheque in respect of Cost of Bid –document.
7	Certified financial statements (FY 11-12, 12-13 & 13-14) and a copy of the IT Returns (AY 12-13, A.Y 13-14 & A.Y 14-15) as required by Point (iii) of the Technical criteria.
8	Details and proof of orders fulfilled during the last three years as required by Point (iv) of the Technical criteria.

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.

Place:

Signature of Bidder

Date:

Name:

FINANCIAL BID DOCUMENT

1	Name of the vendor/manufacturer	
2	Address (with Tel. No. & Email)	
3	Contact Person(s) (with mobile No. & Email)	
4	Unit Particulars (Name ,No. of units Rate per unit ,Total Amount for ____ unit)	Please fill in the columns left blank in Annexure-1
5	Gross Total Amount for each category and Total Amount	Please fill in the columns left blank in Annexure-1

FORMAT PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of the Office of the Principal Director of Income Tax (Inv.), Panaji, having agreed to exempt _____(hereinafter called the said Service provider from the demand under the terms and conditions of an agreement/ No._____dated _____made between ____ and _____for one year for the work of _____(hereinafter called the said Agreement), of security deposit for the due fulfillment by the said Service provider of the terms and conditions contained in the said Agreement, on production of a bank guarantee for _____we (name of the Bank) _____(hereinafter referred to as 'the Bank') at the request of _____(Service provider do hereby undertake to pay to Office of the Principal Director of Income Tax (Inv.), Panaji, an amount not exceeding _____against any loss or damage caused to or suffered or would be cause to or suffered by Office of the Principal Director of Income Tax (Inv.), Panaji, by reason of any breach by the said Service Provider of any of the terms or conditions contained in the said agreement.

2. We (name of the Bank) _____do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from Office of the Principal Director of Income Tax (Inv.), Panaji, stating that the amount claimed is due by way of loss or damage cause to or suffered by the Office of the Principal Director of Income Tax (Inv.), Panaji, by the reason of breach by the said Service provider of any terms or conditions contained in the said Agreement or by reason of the Service provider failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of Office of the Principal Director of Income Tax (Inv.), Panaji, in these count shall be final and binding on the bank. However our Liability under this guarantee shall be restricted to an amount not exceeding_____.

3. We undertake to pay to Office of the Principal Director of Income Tax (Inv.), Panaji, any money so demanded notwithstanding any dispute or dispute raised by the Service provider in any suit or proceeding pending before any court or tribunal relating there to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge or our liability for payment there under and the Service provider shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Office of the Principal Director of Income Tax (Inv.), Panaji, under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Office of the Principal Director of Income Tax (Inv.), Panaji, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee. Unless a demand or claim under the guarantee is made on us in writing on or before the expiry of 24 months from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (Name of the Bank)_____further agree with Office of the Principal Director of Income Tax (Inv.), Panaji, that the Office of the Principal Director of Income Tax (Inv.), Panaji, shall have the fullest liberty without affecting in any manner our obligation hereunder to verify any of the terms and conditions of the said agreement or to extend time

of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Office of the Principal Director of Income Tax (Inv.), Panaji, against and said Service provider and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service provider or for any forbearance, act or omission on the part of Office of the Principal Director of Income Tax (Inv.), Panaji, or any indulgence by Office of the Principal Director of Income Tax (Inv.), Panaji, to the said Service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service provider.

7. We (name of the Bank)_____lastly undertake not to revoke this guarantee during its currency except with the previous consent of Office of the Principal Director of Income Tax (Inv.), Panaji, in writing.

Dated the day of for

(Indicate the name of the Bank)