

प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण सन्स्थान  
(राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर का एक प्रभाग)  
ग्रीम्सरोड , टावर -1  
बि.स.न.ल बिल्डिंग तीसरी मंज़िल  
चैन्नै – 600006  
दूरभाष: 044 28295684  
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**Direct Taxes Regional Training Institute**  
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10.03.2017

1. Direct Taxes Regional Training Institute (DTRTI) Chennai a unit of National Academy of Direct Taxes, Nagpur invites sealed quotations from qualified persons in the prescribed format as given in Annexure II and III for supply of 30 Desktop computers (as per specification in Annexure I) for its computer lab.

2. The Bid should be submitted in two separate sealed covers mentioning “**Technical Bid**” and “**Financial Bid**” subscribed as “**Quotation for supply of Desktop Computers**” on or before **4.00PM on 17<sup>th</sup> March 2017** in the drop box / Tapal at the institute premise or sent to the following address:

The Additional Director General (Trg.)  
Direct Taxes Regional Training Institute,  
III floor, Tower 1, BSNL Building,  
16, Greams Road, Chennai -06

3. The quotations will be opened **on 20<sup>th</sup> March 2017 @ 11.30 AM** and the successful bidder will be awarded the work as per the terms and conditions. If the tender cannot be opened on the date as given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.

4. DTRTI takes no responsibility for delay, loss or non-receipt of bids sent by post. Conditional offers are liable for rejection. DTRTI reserves the right to reject any proposal without assigning any reason thereof.

5. The tender form can be downloaded from the websites of the Income tax Department [incometaxindia.gov.in](http://incometaxindia.gov.in) and [tnincometax.gov.in](http://tnincometax.gov.in)

**Secretary**  
Tender Committee

## TERMS AND CONDITIONS

1. The concerns are required to submit the technical and financial bid in two separate sealed covers clearly superscribed Technical bid and Financial bid for supply of 30 Desktop computers for computer lab of DTRTI.
2. Late receipt of bids i.e. after the due date and time will not be considered.
3. Authorised representatives of the bidders may participate in the tender opening meeting in case they wish to do so.
4. Rates must be quoted in figures and words INR including all levies and taxes (sales tax, service tax, VAT, etc.) as per the schedule given in the financial bid, composite rates must be quoted for all the items.
5. All pages of the technical/financial bid should be signed by the bidder.
6. Technical details, literature, catalogue, etc. must be attached alongwith the quotation.
7. Concerns may show the physical sample of the items during the technical bid evaluation process.
8. The bidder should be an individual/ registered firm with trade and taxes/ sales tax/service tax department etc. and should possess PAN, TIN, VAT/sales and service tax as applicable, copies of which may be enclosed.
9. Copies of latest service tax returns for the previous four quarters should be furnished alongwith the technical bid, if applicable.
10. Bidder should submit turnover details and three out of the last five years copies of income tax returns should be furnished alongwith the technical bid.
11. Bidders must have preferably supplied to and installed furniture at government/public sector undertakings in the last three years. Details of such supplies should be given in the technical bid.
12. The bidder shall submit to DTRTI a Demand Draft for Rs.75000/- (Rupees seventy five thousand only) as Earnest Money Deposit (EMD) alongwith the technical bid. The DD shall be drawn in favour of DTRTI, Chennai payable at Chennai. Bids without EMD will not be evaluated.
13. The bid will be valid for 90 days from the date of opening of tender. In case of the successful bidder rates quoted shall be valid till the supplies are completed.

14. The final requirement may increase/decrease from the quantity advertised in the tender.
15. The supply and installation should be completed before 28<sup>th</sup> March 2017.
16. There should be minimum three years warranty on the items supplied and installed.
17. In case the successful bidder fails to deliver the items and complete the installation within the stipulated period, a sum equal to 0.5% of the contract value shall be deducted per week till the actual completion of work subject to maximum of 10% of the value of supply order.
18. No overwriting / cutting will be accepted at the rates quotes in the bids.
19. Payment will be made after supply of Desktop Computers as per the purchase order and guidelines. The delivery will be made as per the supply order and deviation if any may attract penalty. In addition, the EMD shall also be forfeited.
20. DTRTI, Chennai reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of supply order, without thereby incurring any liability to the affected bidder or any to inform the affected bidder (s) of the grounds for the action of DTRTI, Chennai.
21. All disputes shall be subject to the jurisdiction of the High Court of Madras.
22. Those supplied systems to government organisation and willing to give extended warranty will be given preference.

## ANNEXE I

### SPECIFICATION OF THE PRODUCTS

S. No	Product required	Size	Quantity
1	Desktop computers		30
<b>Configuration</b>			
Processor		I 5	
RAM		4 GB	
Monitor		19.5'	
OS		Windows 7	
Keyboard and mouse		Wireless	
Colour		White	
Warranty		Three years	
With		HDMI out	
		Stabilizers	
		Buy back facility	
		CD writer	
All in one computer			

**ANNEXE II**  
**TECHNICAL BID**

1	Name of the Bidder	
2	Address	
3	PAN and Service Tax No. (Copy of latest service tax returns for previous four quarters should be enclosed)	
4	Telephone/fax/email/phone	
5	Name of the proprietor/Partner(s)/Director(s)/Designated Officer who will act as liaison with DTRTI, Chennai	
6	Year of establishment of the organisation and the total number of years of experience	
7	List of Central /State Government and public sector clients in the previous three years and the value of work undertaken	
8	Details of Annual Turnover Copies of Income tax returns	
9	No of years of warranty offered for the items to be supplied	

(Signature of the authorised signatory)

Name of the Authorised person

Name of the company

Address of the company

Contact No.

Email id

Seal

**ANNEXE II**

### FINANCIAL BID

S. No	Product	Quantity	Rate	Taxes	Total cost
1	Desktop computers	30			

(Signature of the authorised signatory)

Name of the Authorised person

Name of the company

Address of the company

Contact No.

Email id

Seal