

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX
368, 3rd Floor, Aayakar Bhavan, Mumbai 400 020

NOTICE INVITING TENDER

Sealed tenders are invited from bonafide contractors for providing, maintaining and operating Heavy Duty Photocopier Machines in all the **11 buildings of the Income tax offices** in Mumbai Region for the period **01.03.2009 to 31.03.2010**. It may be noted that the period of the same can be extended by the Department at its discretion.

Description of work: Providing Heavy Duty Photocopier Machines alongwith operator, paper and will include maintenance and all peripherals.

If required by the Department, service need to be provided on Holidays, Saturdays and Sundays in addition to the working days.

Model required : Heavy Duty Photocopier Machines with a minimum speed of 60 copies-per-minute, Auto Exposer, Zoom facility and Auto Duplex.

Place of work : All the Income Tax offices in Mumbai. Presently, there are 11 sites identified for installation of the Photocopier Machines. However, the number of sites may be increased as per the requirement of the Department.

Rate : The bidders' should quote the following :

- i) Copying cost per copy (including and excluding taxes) separately.
- ii) If there is any requirement of minimum guarantee of the number of copies per month, the same should be indicated.

Qualification Criteria :

- The Bidder should have an experience of similar work done successfully in the last 3 years with Government Departments or Public Undertaking
- Sales Turnover over Rs.50 Lakhs (aggregate) in the last 2 years in the same business

Documents to be submitted: (Mandatory)

- Copy of last 2 years of Income Tax Returns alongwith Balance Sheet
- Copy of Pan Card
- Shop and Establishment Certificate
- Sales Tax and C.S.T.Registration Certificate
- Service Tax Registration Certificate
- Earnest Money Deposit : Rs.25000/- (Twenty Five Thousand Only)
Crossed Cheque favouring : Zonal Accounts Office, CBDT, Mumbai.

Terms and Conditions of the Contract:

- The rate quoted should include the cost of providing Heavy Duty Photocopier Machine with service and maintenance alongwith consumables like toner and paper, manpower to handle the Photocopier Machine
- The Contractor will be required to maintain registers for each Photocopier Machine and a copy of the same will be required to be attached with the monthly bills after certification from the Building-in-charge of the concerned building.
- The contractor should have sufficient experience in similar type of work and handling minimum of 20 machines and should have provided such services in Government Departments or Public Undertaking during the last 3 years. Certificate supporting the same should be attached to the tender.
- The contractor will be required to station required man power per machine at all the 11 buildings of the Income Tax Department in Mumbai.
- In case of any breakdown the Photocopier Machine should be replaced so as to ensure continuous work.

The tender accompanied by the required documents should be submitted in ***sealed envelope*** to the office of the Deputy Commissioner of Income-tax, (HQ) Finance, Rm.No.368, 3rd Floor, Aayakar Bhavan, Mumbai 400 020 **on or before 2.30 p.m. on 18th February, 2009.**

The **tenders** will be opened on **the same date at 4.00 p.m** in the presence of the bidders present.

sd/-

(V.S.SAMUEL)
Dy.Commissioner of Income-tax
(H.Qrs.) Finance, Mumbai

Dated : 2nd February, 2009