

DIRECT TAXES REGIONAL TRAINING INSTITUTE

No.18, Crescent Road, Bangalore – 560 001
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INVITATION FOR BID

Tender No.1/57/Linen/2010-11/
21/12/2010

Date:

- 1 Direct Taxes Regional Training Institute (DTRTI), Bangalore, invites sealed bids through limited Tenders under the three-bid system from reputed manufacturers, franchisees, distributors or dealers for supply of the Linen items specified in Annex-II. The number of items required for each will vary from 300-400 items of each. The exact number of items required may be increased or decreased. The bidders having experience of supply of such items to Govt. Organisation /Public Sector/Hotel Industry shall be given preference
- 2 Tender forms along with terms and conditions can be obtained from the Office of the CIT (RTI), Ground Floor, Direct Taxes Regional Training Institute, Bangalore, 18, Crescent Road, Bangalore 560 001 on payment of Rs.100/- (Non refundable) by Demand Draft/Banker's Pay order of Schedule Bank drawn in favour of the 'ZAO, CBDT, Bangalore'. The details can be obtained from the website www.incometaxindia.gov.in. In case of downloaded forms, the application money is to be submitted by way of DD/BC in favor of 'ZAO, CBDT, Bangalore' payable at Bangalore along with the tender at the time of submission of bid.
- 3 Sealed quotations along with the **Earnest Money Deposit (EMD) of Rs. 15,000 (Rs. Fifteen thousand only)** should be submitted to the Commissioner of Income-tax, DTRTI No.18, Crescent Road, Bangalore – 560 001 by 05.01.2011 by 03.30 pm. The tenders will

be opened on 05.01.2011 at 04.00 pm in the room of Additional Director, DTRTI, No. 18, Crescent Road, Bangalore. The earnest money deposit of specified amount should be remitted through Draft/Banker's Pay order of Schedule Bank drawn in favour of the 'ZAO, CBDT, Bangalore'

Instructions to Bidders

1. This Invitation for Bids is open to reputed Manufacturers, Franchisees, Distributors, or Dealers who have a total annual turnover of not less than Rs. 15 Lakhs in the financial years 2007-08, 2008-09 and 2009-10. The bidders having experience of supply of such items to Govt. Organisation /Public Sector/Hotel Industry shall be given preference.
2. The Bidder shall bear all costs associated with the preparation and submission of its bid and display of sample. The Direct Taxes Regional Training Institute, Bangalore, hereinafter referred to as "**the Purchaser**", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
3. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their e-mailing address will be notified of the amendment by email, which will be binding.
4. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.
5. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in **English** language.

6. The bids are to be submitted in three parts in separate sealed envelopes, i.e., **“Pre-qualification bid”, “Technical Bid” and “Commercial Bid”**.
7. The **Pre-qualification Bid** prepared by the bidder shall include the following:
 - (a) Profile of organization in prescribed Proforma **(Annexure I)**.
 - (b) Copy of the audited Balance sheet, Profit and Loss Account of the bidder for the previous three financial years (2007-08 to 2009-10)
 - (c) Details of similar work/project undertaken by bidder, particularly for Govt., if any.
 - (d) A Certified photo copy of the PAN card.
 - (e) Copy of Sales Tax Registration Certificate / Service Tax Registration Certificate, if any.
 - (f) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) name and address and the disputed amount.
 - (g) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
 - (h) Details of support facilities to execute the order.
 - (i) Information regarding the proceedings for bankruptcy, insolvency or winding up, if any, in which the bidder is / was involved.

(j) A copy of the tender document each page duly signed by the Authorised signatory

8. The **Technical bid** shall include material used and its brand along with details of measurements and should be in as proforma in Annexure- III without the rate quoted. If there is any change in the specification of the bidder with that of the purchaser the same must be mentioned in the remarks column with the reason for the same. Any indication or quoting of the rate in the Technical Bid will result in the rejection of the bid.
9. The **Commercial Bid** shall include the price component for all the goods/items tendered as per proforma in Annexure-III.
 - a) The price quoted by the bidders should be inclusive of all taxes, duties, freight and forwarding charges, handling charges, loading and unloading charges, transport charges, insurance, charges for delivery and any other incidental charges, but **exclusive of octroi which should be indicated separately.**
 - c) The supplier shall supply, deliver and install the equipments at the Hostels/Rooms in DTRTI, Bangalore at his own cost and no extra charge will be paid by the purchaser for this.
 - d) The price must be stated for each item separately, both in words and figures. If there is a discrepancy between the price quoted in words and figures, the amount in words shall prevail and in case of further doubt, the discretion of the purchaser will prevail. The total price will be arrived at by multiplying the unit price by the quantity. In case of discrepancy, the unit price shall prevail and the total price shall be corrected accordingly. If there is an error in totaling corresponding to addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected. Where there is a discrepancy between

the original and additional copies, the original copy shall prevail.

e) The prices once accepted by the Purchaser shall remain valid till the successful execution of the complete order to the satisfaction of the Purchaser. The Purchaser shall not entertain any increase in the prices during the period. In the event there is a reduction or increase in Government levy/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty. However, the Purchaser is not liable to any claim from the Supplier on account of fresh imposition and/or increase of Excise Duty, Customs Duty, and Sales Tax etc. on raw materials and/or components used directly in the manufacture of contracted goods taking place during the pendency of contract.

f) If there is any change in the specification of the bidder with that of the purchaser the same must be mentioned in the remarks column with the reason for the same

10. Prices shall be quoted in Indian rupees only.

11. Sealing and Marking of Bids:

(a) The Pre-qualification bid, Technical bid and Commercial bid should be kept in a separate sealed envelope super scribed "Pre-qualification bid, Technical bid and Commercial bid" as the case may be. All the envelopes should then be placed in one single, sealed envelope super scribed as "Bid for supply of Linen" and should be addressed to the Commissioner of Income-tax, Direct Taxes Regional Training Institute, Bangalore. The bidder's name, telephone number and complete mailing

address and **email address** should be indicated on the cover of the outer envelope.

(b) All the inner envelopes super-scribed **Pre-qualification, Technical Bid** and **Commercial Bid** should have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.

(c) If the outer and inner envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

(d) If for any reason, it is found that the Pre qualification bid or Technical Bid reveals the Commercial Bid related details in any manner whatsoever, or, the Commercial Bid is enclosed in the envelope super-scribed, "Pre-qualification Bid or Technical Bid", or vice versa, the Bid document **will be summarily rejected in the first instance** itself.

(e) All the Bid documents submitted should be serially page numbered and contain the table of contents (TOC) with page numbers.

12. Deadline for Submission of Bids:

(a) Bids must be received by the Purchaser at the address specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

(b) The Purchaser may, at its discretion, extend this deadline for submission of bids in which case, all rights and obligations of the Purchaser and Bidders previously

subject to the deadline will thereafter be subject to the deadline as extended.

(c) Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser or incomplete bids will be rejected.

13. Opening and Evaluation of Technical Bids:

(a) The Tender Committee appointed by the Purchaser will open all Pre-qualification and Technical Bids in the first instance on the appointed date, time and venue.

(b) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing or email.

(c) No bidder shall contact the Purchaser on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.

(d) Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.

(e) The results of the evaluation of the Pre-qualification Bid and Technical Bids along with the date of opening of the Commercial Bids will be communicated in writing or email to the qualifying bidders.

14. Opening and evaluation of Commercial Bids:

(a) The Purchaser will open the Commercial Bids of bidders as specified in para 13(e) above.

(b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

15. The Purchaser shall make the contract payment as per the payment schedule mentioned below:

a. The Supplier shall intimate the Purchaser about the satisfactory supply and installation. Thereafter the Officers / Representative of the Purchaser shall inspect the material and after being satisfied shall inform the Supplier of the same. Thereafter, the Supplier shall submit the bills in duplicate.

b. The Purchaser shall take all necessary steps to make the contract payment within 30 days of receipt of the bill. In any case, the Purchaser shall not be responsible for delays if any for reasons beyond its control.

16. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

17. The Purchaser will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid,

18. The “bidder” as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
19. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
20. The Bid document filed by the bidder shall be typed or written in indelible ink.
21. It will be the sole responsibility of the bidder alone to execute the entire contract on its award within the specified time.
22. Tender application complete in all details should reach the Commissioner of Income-tax, Direct Taxes Regional Training Institute, No. 18, Crescent Road, Bangalore - 560 001 on or before 5th January,2011 by 03.30pm.
23. The tenders will be opened on 5th January,2011 at 04.00 PM in the room of Additional Director, Direct Taxes Regional Training Institute, No. 18, Crescent Road, Bangalore - 560 001.

Terms and conditions

1. Every bidder shall deposit the amounts mentioned as **Earnest Money Deposit** (EMD) in the shape of Draft/Banker’s Pay order of Schedule Bank drawn in favour of the ‘ZAO, CBDT, Bangalore’. The EMD shall be placed in sealed cover containing the pre-qualification, technical and commercial bid. Any bid not accompanied by the EMD will be summarily rejected. The EMD amount will be forfeited, if the successful bidder expresses its inability to supply the items bid by it on the terms and conditions specified in this document, or fails within the time

fixed by the Purchaser to sign the contract on terms contained in the bid document. The earnest money of the successful Bidder will be refunded one month after the successful completion of supply of linen etc. For the other Bidders, the Earnest money instrument will be returned within 20 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit. Kendriya Bhandar, NCCF and other cooperatives in which Central Government has majority stake will, however not be required to make this earnest money deposit.

2. The Purchaser reserves the right to increase or decrease the number of items to be purchased from the Supplier.
4. The maximum period for complete and satisfactory performance of the contract which includes delivery and installation of the items in the Purchaser's premises at Bangalore, shall be **ten days from the date of award of the contract**. For this purpose, the **time limit of ten days will begin from the date of communication of the acceptance of the bid** to the successful bidder, by way of by e-mail or in writing, whichever is earlier.
5. The **inspection of item** will be carried out by the authorized officers of the Purchaser on request and intimation of the supplier and rejected items will have to be removed by Supplier within 3 days of dispatch of advice from the Purchaser failing which the items will remain at the Supplier's risk. Items accepted by the Purchaser after inspection shall in no way dilute the Purchaser's right to reject the same later, if found deficient in terms of Warranty Clause.
6. The **rejected** items including those damaged or lost in transit or damaged during installation in Purchaser's premises must be replaced by Supplier within 15 days of the rejection notice intimating that the item has been rejected failing which, the Purchaser will be entitled to take all legal remedies apart from

forfeiture of EMD and risk purchases without any further reference to the Supplier(s).

7. The **supply must be completed satisfactorily within the stipulated period**, failing which the Purchaser reserves the right to purchase the items at Suppliers risk provided that where item is not supplied according to the stipulated technical specification in the contract and on account of urgency of the demand, the Purchaser decides to retain the inferior item, the party will be entitled to receive payment not at the contract rate but at the rate fixed by the Purchaser with due regard to the quality of material supplied.
8. The Purchaser does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.

Details are also available at www.incometaxindia.gov.in

Sd/-

(GURU BHASHYAM)
Deputy Director
(Admn)
DTRTI, Bangalore.

ANNEXURE-1

PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern : Proprietor / Partnership
/ Private /
(Support with documents) Govt. / Others (Specify)

3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN Allotted by IT Deptt. :
11. Returned Income for preceding
three Financial Years : FY 2007-08

FY 2008-09 _____
FY 2009-10 _____

13. Name of the Principal Officer :

14. Copy of the tender document duly signed by the authorised signatory:

DECLARATION

I hereby certify that the information furnished above is full 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, the Company/concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorised Signatory with date)

Date:

Place

ANNEXURE-11

The Following linen items are to be supplied. Linen items should be I.S.I. mark and well known renowned brand:

SL NO	DESCRIPTION	Remarks
1.	Single Bed Sheet PL Fabric- 72"x108" 100% cotton 200 thread count Plain White (to suit mattress Size- 36"x75"x4")	
2.	Single Sheet PL Fabric- 100% cotton 200 thread count Plain White (to be used along with comforter size 60" x 90")	
3.	Pillow cover PL Fabric- 19"x29" 100% cotton 200 thread count Plain White (to suit pillow Size- 17"x27")	
4.	Single mattress Protector PL Fabric- 36"x75" 150 GSM Polywadded	
5.	Bath Towel -30"x60"- 600 gms/RITZY Premium Dobby Border	
6.	Hand Towel- 16"x25"- 150gms/ RITZY Premium Dobby Border	
7.	Brown or Dark Colour Terry Bath Mat Fabric	

ANNEXURE-1II

To,
The Commissioner of Income-tax,
Direct Taxes Regional Training Institute,
18, Crescent Road,
Bangalore 560 001

Madam,

Sub: "Bid for supply of Linen"- Commercial bid

DECLARATION

I hereby certify that the information furnished above is full 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, the Company/concern will be blacklisted and will not have any dealing with the Department in future.

SL NO	DESCRIPTION	Qty	Rate	Remarks
1.	Single Bed Sheet PL Fabric- 72"x108" 100% cotton 200 thread count Plain White (to suit mattress Size- 36"x75"x4")			
2.	Single Sheet PL Fabric- 100% cotton 200 thread count Plain White (to be used along with comforter size 60" x 90")			
3.	Pillow cover PL Fabric- 19"x29" 100% cotton 200 thread count Plain White (to suit pillow Size- 17"x27")			
4.	Single mattress Protector PL Fabric- 36"x75" 150 GSM Polywadded			
5.	Bath Towel -30"x60"- 600 gms/RITZY Premium Dobby Border			
6.	Hand Towel- 16"x25"- 150gms/ RITZY Premium Dobby Border			
7.	Brown or Dark Colour Terry Bath Mat Fabric			

(Signature of authorised Signatory with date)

Date:

Place