



GOVERNMENT OF INDIA
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
KARNATAKA & GOA REGION, BENGALURU
CENTRAL REVENUE BUILDING, No.1, QUEEN'S ROAD,
BENGALURU – 560001

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Tender No.10(11)/BMTC/2015-16/ Pr.CCIT

Dated: 29/04/2015

TENDER NOTIFICATION FOR SUPPLY OF OFFICE FURNITURE

1. The Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru invites two-bid tender [**Technical and Financial bid**] from Manufacturers/Authorised distributors for supply and installation of FURNITURE at the Income Tax Offices located at BMTC Building, 80 feet Road, Koramangala, Bengaluru.
2. The Bidders are requested to obtain the Bid forms and the Terms and Conditions from the Income Tax Officer(HQ)(Infrastructure), O/o the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru from the date of publication of tender notification on all working days between **11.00 AM and 1.30 PM upto 19-05-2015** by payment of Rs.500/- (Rupees Five hundred only) by crossed demand draft drawn in favour of 'Zonal Accounts Officer' CBDT, Bengaluru.
3. The Bid forms and all other details can also be downloaded from the websites: www.incometaxindia.gov.in/www.incometaxbangalore.in/www.eprocure.gov.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,
Bengaluru.

NOTICE INVITING TENDER

To

1. Sealed Tenders for supply and installation of office furniture from the Manufacturers/Authorised distributors to the Income tax office at BMTC (TTMC) Building, 80 Feet Road, near Sony signal, Koramangala, Bangalore from the Bidders with experience/financial/infrastructure/manpower capabilities in accordance with relevant clauses of the Bid Document.

1.1 The overall guidelines are as under:

1.1.1	Description of Scope of Work	Supply and installation of office furniture as specified for the Income Tax Office at BMTC (TTMC) Building, 80 Feet Road,(near Sony signal) Koramangala, Bangalore.
1.1.2	Type of Bid	TWO BID- Technical and Financial Bids
1.1.3	Contract Period s	15 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, BENGALURU ' valid for at least 180 days from the date of Technical/Financial Bid Opening.
1.1.6	Security Deposit	5% of the value of furniture
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,BENGALURU '
1.1.9	Period/Dates & Time of issue of Bid Document	29/04/2015 To 19/05/2015 From 11.00 AM to 01.30 PM (During Working Day) www.incometaxindia.gov.in/ www.incometaxbangalore.in/ www.eprocure.gov.in
1.1.10	Pre-bid meeting	13/05/2015 at 3.00 PM at the Kabini Hall, Second floor, CR Building, No.1, Queen's Road, Bengaluru – 560 001

1.1.11	Date & Time of Closure of bid	20/05/2015 up to 06.00 PM
1.1.12	Date & Time of Opening of Technical bid	22/05/2015 at 3.00 PM at the Kabini Hall, Second floor, CR Building, No.1, Queen's Road, Bengaluru – 560 001
1.1.13	Date & Time of opening of Financial Bid	26/05/2015. Time to be notified later.
1.1.14	Bid Validity	180 days from final date of submission of bids
1.1.15	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 supply and installation of furniture] and deposit in the Inward Section of the Office of the Principal Chief Commissioner of Income Tax, II Floor, Central Revenue Building, No:1, Queen's Road, Bengaluru-560 001.
1.1.16	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/-
(VIMAL ANAND)
Joint Commissioner of Income Tax(Hq.)(Admn.),
O/o Principal Chief Commissioner of Income Tax,
Bengaluru.

SPECIFICATIONS

PART-1

1. The Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, invites sealed two-bid tenders from the Manufacturers/Authorised distributors for supply and installation of furniture of the following specifications for the Income Tax Office located at the BMTC Building, 80 feet Road, Koramangla, Bengaluru - 560 0034:

i. L-shaped Officer's desk - 23 nos.

Executive table set for Pr. Commissioner of Income Tax/Commissioner of Income Tax consisting of Main table, side table and mobile pedestal, with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings etc complete and directions of the Officer-in-charge of the work

- a. "L" Shape Main table of size 2400mmLX900mmDX750mmH having 50mm thick solid table top made out of Block Board / Ply wood with 4mm veneer finish. Table top to be hot pressed with PU glue of approved quality. Legs to be supported with gable ends on both sides with 50mm thick block board veneer finish on the top. Table top edges to be CNC routed profile duck nose finish on both sides. Edges with solid wood / beech wood finish. Cable manager at the corner of the table for the wire. 50 mm thick veneer finish Modesty paneled. Ply backing with veneer finish and bottom balancing.
- b. Rectangular shape side table of size 120mmLX600mmDX750mmH having 50mm thick solid table top made out of Block Board / Ply wood with 4mm veneer finish. Table top to be hot pressed with PU glue of approved quality. Legs to be supported with gable ends on both sides with 50mm thick block board veneer finish on the top. Edges with solid wood / beech wood finish. Cable manager at the 3 corner of the table for the wire. 50 mm thick veneer finish Modesty paneled. Ply backing with veneer finish and bottom balancing.
- c. Black Credenza-2400mmLX450mmDX750mmH - Table top of cabinets are made up of 25mm thick ply with approved veneer finish. Cabinets to be made up of 18mm ply with veneer on edges to be made up of solid wood beech/teak finish. Cabinets are of having one horizontal shelf with swing. All hardwares like hinges, handles are from reputed brands like godrej, hettich, ebco etc. Concealed handles and auto closing hinges of imported make.

ii. Officer's chairs - 23 nos.

Supplying and installing high back chairs for Pr.Commissioner of Income Tax/Commissioner of Income Tax with single frame/double frame with lumber multi contact back support, syncro any position locking system, revolving and gas lift, twin wheel castors, aluminium casted base and handle. Leartherite has to be of standard make with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment, transportation charges, testing and HOM of equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work.

iii. Visitors chairs - 92nos

Chair back: Medium back in polypropylene frame work and upholstered in approved fabric.

Chair seat: Seat and base shall be in polypropylene with cushion upholstered in approved fabric. Seat to be with pneumatic height adjustment mechanism to fit different heights.

Base: Metal base which shall be of synchronic tilt mechanism with multi position lock with 5 pronged wide.

Gas lift: Gas lift shall be BIFMA standards.

Arm rest: One way adjustable arms.

Castors: Thin wheel nylon castors.

Model: Comfort medium back

iv. Teapoy - 23 nos

Providing central teapoy with MS Frame work with glass pre-laminated partice board top with PVC edge banding finish size: 900mmX600mmX450mm with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment, transportation charges, testing and HOM of equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work.

v. Sofa sets (2+1+1) - 23 nos.

Providing three seater sofas of size -1800*625*450mm made with a Framework of seasoned hard wood and ply and covered with 4" rubber foam upholstered with LEATHERITE of approved colour and make. The sofas shall have S.S flat supports as per the drawing and details approved by the architect with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment, transportation

charges, testing and HOM of equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work.

vi. Furniture for ante-room – 23 nos.

Providing Wooden cot for Pr.Commissioner of Income Tax/Commissioner of Income Tax of size 1950*750*450 with mattress of standard make, fixing headrest and footrest 18mm pre-laminated particle board. 30mm height baten 22mm bed height 16” size: 79”X36”X16” with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment, transportation charges, testing and HOM of equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work with all lead, lifts, loading, unloading, cost and conveyance of all materials, labour, equipment and all other incidental charges required for successful completion of work as per approved specification, designs, drawings, etc. complete and directions of the Officer-in-charge of the work.

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.** The bidder should be a Manufacturer/Authorised distributor of the furniture of the Company/Firm that he proposes to supply and necessary proof is to be submitted in this regard.
- iii. Turnover:** The average gross business receipts of the bidder should be more than Rs.50 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.
- iv.** The bidder should have supplied to and installed furniture to any of the organizations among Government/private/autonomous body/banks/PSU/hotels/educational institutions, etc. in Bengaluru 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru", has to be presented.
- ii. Security Deposit:** The successful bidder has to submit 5% of the value of the furniture to be supplied as security deposit in the form of Bank Guarantee from nationalized bank in favour of "Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru," only after which the purchase 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 supply and installation of the furniture/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 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 installation of the furniture within two weeks from the date of issue of the purchase 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 Income Tax Officer (Infrastructure) , Bengaluru.

ANNEXURE-I

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	Proof of being the Manufacturer/ Authorised distributors of the brand.	
7	Details of Demand Draft/Banker's enclosed. Cheque in respect of EMD. Cheque in respect of Cost of Bid -document.	
9	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 FOR SUPPLY OF FURNITURE

1	Name of the vendor/manufacturer	
2	Address(with Tel. No. & Email)	
3	Contact Person(s) (with mobile No. & Email)	
4	Furniture Category Brand Name Model/Series Name Manufacturer Rate per unit Break up of Taxes, duties, other charges, etc. Gross Total per unit Gross Total Rate for ____ units under the furniture category	_____ _____ _____ _____ Rs. Rs. Rs. Rs.
5	Sum of the Gross Total Rates for all the furniture categories: i) L-shaped Officer's desk ii) Officer's chairs iii) Visitor's chairs iv) Teapoy v) Sofa sets vi) Furniture for ante-room Total	Rs. Rs. Rs. Rs. Rs. Rs. Rs.

(The applicable taxes shall be shown separately in percentage and amount)

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 and will not have any dealing with the Department in future.

Place:

Signature of Bidder

Date:

Name:

FORMAT PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of the Office of the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, stating that the amount claimed is due by way of loss or damage cause to or suffered by the Office of the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 dues of Office of the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Office of the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, that the Office of the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, or any indulgence by Office of the Principal Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, 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 Chief Commissioner of Income Tax, Karnataka & Goa Region, Bengaluru, in writing.

Dated the day of for

(Indicate the name of the Bank)