

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

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Tender No. JDIT (Inv.)/PNJ/Tender/2015-16

Dated: 29/09/2015

**TENDER NOTIFICATION FOR SUPPLY OF OFFICE EQUIPMENTS AND FURNITURE**

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 OFFICE EQUIPMENT AND FURNITURE **for the office of the Joint Director of Income Tax (Inv.), Panaji located at Plot No. 3, Right Wing 2<sup>nd</sup> 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, **2<sup>nd</sup> 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 07-10-2015** by payment of Rs.500/-(Rupees Five hundred only) by crossed demand draft drawn in favour of 'Zonal Accounts Officer' CBBT, Panaji.
3. The Bid forms and all other details can also be downloaded from the websites: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)/[www.incometaxbangalore.in](http://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 office equipment and furniture for the Income tax office at Right Wing 2<sup>nd</sup> 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 office equipment and furniture as specified for the Income Tax office at Right Wing 2 <sup>nd</sup> 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	30/09/2015 To 06/10/2015 From 11.00 AM to 01.30 PM ( During Working Day) <a href="http://www.incometaxindia.gov.in/www.incometaxbangalore.in">www.incometaxindia.gov.in/www.incometaxbangalore.in</a>
1.1.10	Pre-bid meeting	05/10/2015 at 11.00 AM at <b>2<sup>nd</sup> Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa</b>
1.1.11	Date & Time of Closure of bid	06/10/2015 up to 06.00 PM
1.1.12	Date & Time of opening of Financial Bid	07/10/2015. 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 supply and installation of furniture ] and deposit in the Inward Section of the Office of the Principal Director of Income Tax (Inv.), Panaji, <b>2<sup>nd</sup> Floor, Pundalik Niwas, Rua-De-Ourem, Panaji, Goa</b>
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 of office equipment and furniture for the Income tax office at Right Wing 2<sup>nd</sup> 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.

**Annexure-1****NAME OF WORK : PROPOSED FURNISHING OF OFFICE PREMISES AT SECOND FLOOR, TRISTAR, PATTO PANJIM, GOA.****TITLE :- AIR CONDITIONING WORKS****DATE :-**

<b>Sr. No</b>	<b>Description of item</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>AIR CONDITIONING WORKS</b>				
	Supply & Installation of Split type Air Conditioner of 'Carrier' / "Panasonic" make with multi speed fan, cooling coil, remote sensor and cordless remote controller, matching outdoor unit with compressor, condenser coil, fans etc.				
i	1.5 Ton	Nos.	7		
ii	2 Ton	Nos.	1		
ii	Supply of M.S. fabricated Outdoor Unit Stand	Nos.	8		
iv	Supply of 3/4" X 3/8" Copper pipe with insulation, 2.5 sq mm 3 core electrical cable & pvc drain pipe for AC	RM	36		
v	stabilizers	Nos.	8		
				<b>TOTAL</b>	<b>0</b>
				<b>VAT @12.5%</b>	<b>0</b>
				<b>GRAND TOTAL</b>	<b>0</b>

**NAME OF WORK : PROPOSED FURNISHING OF OFFICE PREMISES AT SECOND FLOOR, TRISTAR, PATTO PANJIM, GOA.**

**TITLE :- OFFICE EQUIPMENT**

**DATE :-**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount (Rs)</b>
<b>1</b>	<b>EPABX SYSTEM</b>				
	EPABX	Nos.	1		
	Telephone instruments	Nos.	20		
<b>2</b>	<b>PHOTOCOPIER LARGE FORMAT</b>	Nos.	1		
<b>3</b>	<b>FIRE ALARM SYSTEM</b>				
i	<b>SMOKE DETECTOR CABLING</b>				
	Proving of 3 x 1.5 sq.mm. armoured copper Cable (YWY) including saddling, making of holes and chasing if any	RM	50		
ii	<b>SMOKE DETECTOR ACCESSORIES</b>	Nos.	2		
	Providing and fixing of 12 way SPN DB double door with suitable MCB and isolator as required				
<b>4</b>	<b>CCTV SYSTEM WITH CAMERA RECORDING AND MONITORING DEVICE</b>				
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	165		
<b>5</b>	<b>CHANNEL MUSIC INCLUDING AMPLIFIER</b>				
a	<b>SPEAKERS</b>				
	Providing and fixing of speaker of 8" dia installation & supply	Nos.	4		
b	<b>AMPLIFIER &amp; DVD PLAYER</b>	Nos.	1		
<b>6</b>	<b>MISCELLANEOUS OFFICE EQUIPMENTS</b>				
	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	Nos.	12		
	g) Mini Refrigerator	Nos.	2		
	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.	4		
	n)Wall hung display	Nos.	12		
	o)Trash bins	Nos.	20		
	p)Foot rest	Nos.	4		
	q)Brass Income Tax Embelms	Nos.	2		
				<b>TOTAL</b>	
				<b>VAT @12.5% EXTRA AS APPLICABLE</b>	
				<b>TOTAL</b>	

**NAME OF WORK : PROPOSED FURNISHING OF OFFICE PREMISES AT SECOND FLOOR, TRISTAR, PATTO PANJIM, GOA.**

**TITLE :- SITE PREPARATION OF COMPUTERS / INSTALLATION**

**DATE :-**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>SITE PREPARATION FOR COMPUTERS</b>				
	25 mm Dia heavy gauge including drawing of data cables of MOLEX make with conduits.	Nos.	59		
<b>2</b>	<b>UPS CABLING 10 sqmm x 4 + 4 Sqmm x 2</b>	Nos.	96		
<b>3</b>	<b>SITE PREPARATION FOR COMPUTER PERIPHERALS</b>				
	25 mm Dia heavy gauge including drawing of voice cables of MOLEX make with conduits.	Nos.	27		
<b>4</b>	<b>INFORMATION OUTLETS ( I.O.)</b>				
	Providing information outlet points	Nos.	55		
<b>5</b>	<b>ROUTERS</b>	Nos.	32		
				<b>TOTAL</b>	
				<b>VAT @12.5% EXTRA AS APPLICABLE</b>	
				<b>GRAND TOTAL</b>	

**NAME OF WORK : PROPOSED FURNISHING OF OFFICE PREMISES AT SECOND FLOOR, TRISTAR, PATTO PANJIM, GOA.**

**TITLE :- CUSTOMISED FURNITURE**

**DATE :-**

<b>Sr. No</b>	<b>Description of item</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>I</b>	<b>CUSTOMISED FURNITURE</b>				
<b>1</b>	Providing <b>MOVEABLE TAPAL COUNTER</b> 180 x 60 x 110 cm (ht.) as per detailed drawing, made up of 19mm marine block board CENTURY/ BHUTAN TUFF Make and finished with 4 mm thick veneer of approved make and shade, as per detailed drawing. Table shall be provided with one drawer sliding on telescopic channels, CPU, UPS Stand and keyboard with telescopic channels. Tabletop shall be finished with 4mm thick veneer of approved shade & quality. The work includes Providing of furniture locks, cable wire managers, melamine polishing of veneer etc. complete in all respects	Nos.	1		
<b>2</b>	Providing of <b>MOVEABLE GLAZED MODULAR PARTITION</b> 2.8 m. height made of 6 mm thk glass with etching as per design fixed on D-Brackets.	SQFT	220		
<b>3</b>	Providing of <b>MOVEABLE FULL HEIGHT MODULAR PARTITION</b> 2.8 m. ht. made of 2" x 2" 1st quality Partial wood frame at 2'0" c/c both ways clad in 8mm marine ply of CENTURY/ BHUTAN TUFF Make on both faces finished with 4mm thick veneer of approved shade and make with 8mm thick glass with etching (if as required). The work includes beading etc. Complete in all respects.	SQFT	730		
<b>4</b>	Providing of <b>MOVEABLE MODULAR PANEL</b> (9' Ht.) as per design, consisting of 12mm thick marine ply fixed on wall with 2" x 2" 1st quality Partial wood framing at 2'-0" C/c both ways. The above shall be clad in veneer 4mm thick The work includes complete in all respects as per detailed drawings.	SQ.FT	875		

5	Providing <b>MODULAR/ MOVABLE/ DISMANTLABLE FLUSH SHUTTERS</b> including frame made up of first quality teakwood 2" x 2" section, 35mm thk marine flushdoor of CENTURY/ BHUTAN TUFF Make finished with 4 mm thick veneer on both sides. The top portion to be glazed in 8mm thk clear glass. The work includes Providing of door frames, fixing of hinges, necessary hardware , floor spring, SS finish (i.e. door lock, door closer (GODREJ MAKE), door stopper, SS handles, latches etc.), beading etc.melamine polishing as per drawings.	Nos.	8		
6	Providing <b>MODULAR/ MOVABLE/ DISMANTLABLE MAIN ENTRANCE</b> , marine of CENTURY/ BHUTAN TUFF Make finished with 4 mm thick veneer on both sides. The top portion to be glazed in 8mm thk clear glass. The work includes Providing of door frames, fixing of hinges, necessary hardware , SS finish (i.e. door lock, door closer (GODREJ MAKE), door stopper, SS handles, latches etc.), beading etc.melamine polishing as per drawings.	SQ.FT	25.9 8		
7	Providing <b>PANTRY STORAGE MOVABLE CABINET</b> of 3' ht as per layout plan made up of 19mm marine blockboard of CENTURY/ BHUTAN TUFF Make. External surfaces clad in 4mm thick laminate & internally with 1mm thk laminate of CENTURY/ MERINO/ GREENLAM Make, shade as approved and per detailed drawing. With one intermediate shelf made up of 19mm thick marine board. The work includes fixing of hinges, magnetic catchers, handles, locks, beading etc complete in all respects.	SQ.FT	15		
8	<b>MOVABLE/ DISMANTLABLE/ MODULAR CEILING WORKS</b>				

	1. Providing in position Gypsum Board modular/dismantable ceiling as per manufactures specification and instructions with 12.5mm thk Gypboard screw-fixed to the underside of suspended G.I grid should be constructed and suspended from the main ceiling as per manufacture's instructions and as per specifications using original co. specified framework sections G.I gauge. The Gypboard should be fixed to G.I grid with 25mm long Drawal screw. The boards should be taped and filled from underside to give smooth, seamless ceiling. The rate should include necessary additional ceiling sections and intermediate channels opening for light fixtures, A.C, duets, vertical drops, offsets Etc. Additional intermediate channel should be fixed to strap hangers for additional support to prevent strap from bulking/swaying at every 1200mm. item to be completed in all respect including finishing of joints cut out.	Sft	2400		
<b>9</b>	<b>MOVABLE/ DISMANTLABLE PANTRY</b>				
	Providing in position counter of approved shade of size as mentioned below mounted on 12mm thick water proof plywood backing including provision for S.S. sink, plumbing and waste water accessories.	ft	7		
<b>10</b>	Providing <b>MOVABLE / DISMATLABLE PANTRY STORAGE CABINET</b> of 3' ht as per layout plan made up of 19mm marine blockboard of CENTURY/ BHUTAN TUFF Make. External surfaces clad in 4mm thick laminate & internally with 1mm thk laminate of CENTURY/ MERINO/ GREENLAM Make, shade as approved and per detailed drawing. With one intermediate shelf made up of 19mm thick marine board. The work includes fixing of hinges, magnetic catchers, handles, locks, beading etc complete in all respects.	SQ.FT	15		
<b>11</b>	<b>FULLY GLAZED DISMANTLABLE ENTRANCE 12MM THK</b>				
i	Tempered glass 115 x 210 cm ht. including cut outs for patch fittings, holes for handle installation, etc.	NOS.	1		
ii	DORMA XLC Single Door Package with Floor Spring BTS65 – 1 no., XLC 4013A Bottom Patch – 1 no., XLC 4012A Top Patch – 1 no., XLC Corner Lock with EPC & strike Plate – 1 no., ENOX Handle	SET	1		
<b>12</b>	<b>MISCELLANEOUS MOVABLE/DISMANTLABLE NAME PLATES</b>				
i	IT dept posters	SQ.FT	120		



2	Providing <b>OFFICER DESKS</b> 110 x150 x 75 cm (ht.) as per detailed drawing, made up of 19mm marine board of CENTURY/ BHUTAN TUFF Make and finished with 4 mm thick veneer of approved make and shade as per detailed drawing. Table shall be provided with drawers sliding on telescopic channels and CPU / UPS Stand, with proper locking arrangements and keyboard with telescopic channels. Tabletop shall be finished with 4mm thick veneer of approved shade & quality. Internal surfaces to be finished in 1mm thk laminate. The work includes providing a 8" x 12" voucher cutout with granite top,fixing of furniture locks, wire managers, melamine polishing complete in all respects	Nos.	4		
3	Providing <b>EXECUTIVE DESKS</b> 180 x 75 X 75 cm (ht.) as per detailed drawing, made up of 19mm marine board of CENTURY/ BHUTAN TUFF Make and finished with 1 mm thick laminate of approved make and shade as per detailed drawing. Table shall be provided with one drawer sliding on telescopic channels and CPU / UPS Stand, with proper locking arrangements and keyboard with telescopic channels. Tabletop shall be finished with 1mm thick laminate of approved shade & quality. Internal surfaces to be finished in 1mm thk laminate. The work includes providing and fixing of furniture locks, wire managers, etc. complete in all respects.	Nos.	2		
4	Providing <b>SR. EXECUTIVE DESK</b> 210 x 90 X 75 cm (ht.) as per detailed drawing, made up of 19mm marine board of CENTURY/ BHUTAN TUFF Make and finished with 1 mm thick laminate of approved make and shade as per detailed drawing. Table shall be provided with one drawer sliding on telescopic channels and CPU / UPS Stand, with proper locking arrangements and keyboard with telescopic channels. Tabletop shall be finished with 1mm thick laminate of approved shade & quality. Internal surfaces to be finished in 1mm thk laminate. The work includes providing and fixing of furniture locks, wire managers, etc. complete in all respects.	No.	1		

5	Providing <b>STENO DESK</b> 75 x 45 X 75 cm (ht.) as per detailed drawing, made up of 19mm marine board of CENTURY/ BHUTAN TUFF Make and finished with 1 mm thick laminate of approved make and shade as per detailed drawing. Table shall be provided with one drawer sliding on telescopic channels and CPU / UPS Stand, with proper locking arrangements and keyboard with telescopic channels. Tabletop shall be finished with 1mm thick laminate of approved shade & quality. Internal surfaces to be finished in 1mm thk laminate. The work includes providing and fixing of furniture locks, wire managers, etc. complete in all respects.	Nos.	3		
6	Providing <b>FILE STORAGE CABINETS</b> of 2.4m ht and 35 deep as per detailed drawing made up of 19mm marine board of CENTURY/ BHUTAN TUFF Make and finished with 4mm thick veneer of approved Make & shade as per detailed drawing with intermediate shelves made up of 19mm thick marine board. Internal surfaces finished in 1mm thk laminate of approved Make and color .The work includes providing & fixing of hinges, magnetic catchers, handles, locks, beading etc complete in all respects	SQFT	545		
7	Providing <b>FILE STORAGE CABINETS</b> of 90 cm ht and 35 deep as per detailed drawing made up of 19mm marine board of CENTURY/ BHUTAN TUFF Make and finished with 4mm thick veneer of approved Make & shade as per detailed drawing with intermediate shelves made up of 19mm thick marine board. Internal surfaces finished in 1mm thk laminate of approved Make and color .The work includes providing & fixing of hinges, magnetic catchers, handles, locks, beading etc complete in all respects	SQFT	255		
8	Providing <b>SIDE CREDENZA</b> of size 40 x 90 x 65 cm. ht. made of 19mm marine board finished with 4 mm thick veneer of approved make and shade on top and front having cabinet storage below with intermediate shelf in 19mm marine blockboard & openable shutters. Internal surfaces finished in 1mm thk laminate. Furniture complete with all accessories like locks, handles etc. beading complete in all respects.	Nos.	3		
9	Providing <b>VOUCHER STAND / DROP BOX</b> Clearing & Suggestion Box-as per specifications laid down in the detailed drawing and as per Bank specifications.	Nos.	1		

10	Providing <b>VERTICAL BLINDS</b> of vista / Mac of approved shade / colour.	SQ.F T	745		
11	<b>THREE SEATER SOFA</b> Providing and placing sofa made of inbuilt marine ply/block board structure with spring webbing support system , layered foam sheets wrapped around seating profile encased in rexin sheets of approved shade and colour of size	Nos.	3		
12	<b>SINGLE SEATER SOFA</b> Providing and placing sofa made of inbuilt marine ply/block board structure with spring webbing support system , layered foam sheets wrapped around seating profile encased in rexin sheets of approved shade and colour of size	Nos.	2		
13	<b>VISITORS SEATS</b> in brushed stainless steel finish including, Seat & Back: 2.5mm CR4 mild steel or brushed perforated stainless steel sheet formed to shape mechanically fixed to 6mm thick laser profiled ribs, Tube : Fabricated from 75mm dia, Ribs : Laser cut profiles from Mild steel, Arms & Legs : Aluminium powder coated Lacquered Seats : Foam Cushioned, Seat size W: 600mm D : 660mm H : 835mm	Nos.	6		
14	<b>MTS SEATS</b> in inbuilt marine ply/block board structure with spring webbing support system , layered foam sheets wrapped around seating profile encased in rexin sheets of approved shade and colour of size	R.FT	13. 5		
15	<b>OFFICE CHAIRS</b>				
	Providing and placing <b>OFFICE CHAIRS</b> made in Net Back & Moulded Foam Seat, Powder Coated Arm Base With Castors, Synchronic Tilt Mechanism, Gas Lift, Adjustable Armrest In PU. (Hvdraulic type)				
	a) Senior Executive chairs	Nos.	1		
	b) Executive Chairs	Nos.	2		
	c) Officers chairs	Nos.	4		
	d) Staff chairs	Nos.	13		
	d) Visitors chairs				
	Type - A	Nos	12		
	Type - B	Nos	8		
	e) MTS seating	Nos.	6		
16	<b>CENTRE TABLES</b>				



	Providing <b>CENTRE TABLE</b> of size 50 cms x 100 cms x 45 cms in 19mm Block Board / Marine Ply clad in veneer as per shape , size and design as shown in plan. All external surfaces clad in 4 mm Thk veneer finished in melamine polish	No.	2		
<b>17</b>	<b>CORNER TABLES</b>				
	Providing <b>CORNER TABLE</b> of size 50 cms x 50 cms x 45 cms in 19mm Block Board / Marine Ply clad in veneer as per shape , size and design as shown in plan. All external surfaces clad in 4 mm Thk veneer finished in melamine polish	Nos.	6		
				<b>TOTAL</b>	
	<b>VAT @12.5% EXTRA AS APPLICABLE</b>				
				<b>GRAND TOTAL</b>	

**NAME OF WORK : PROPOSED FURNISHING OF OFFICE PREMISES AT SECOND FLOOR, TRISTAR, PATTO PANJIM, GOA.**

**TITLE: PURCHASE / PROCUREMENT OF PCs / HARDWARE**

**DATE:**

Sr. No.	Particulars	Unit	Quantity	Rate	Amount
<b>1</b>	<b>DESKTOP COMPUTERS</b>				
	Supply and commissioning of Computers <b>HP TS 23-Q0100in All-in one Desktop (Touch):-</b> Core i5 4th Gen Processor/8GB Ram/1TB HDD/23"LED Touch Display/AMD 2GB Graphic Card/Win8.1/	NOS	3		
<b>2</b>	Supply and commissioning of Computers <b>HP 20-r012in All-in one Desktop:-</b> Core i3 4th Gen Processor/4GB Ram/1TB HDD/19.5"LED Display/Win8.1/	NOS	15		
<b>3</b>	Supply and commissioning of <b>HP M128FN All-in-one printer,</b> (Print/Scan/Copy/Fax)	NOS	6		

4	Supply and commissioning of <b>HP Duplex All-in-one colour</b> (Print/Scan/Copy/Fax)	NOS	1		
5	<b>computer hardware networking</b> of 23AWG dia 100 - 200MHZ nominal attenuation with PVC insulation & jacket with individual cable outer dia of 0.38mm for 11 no. LAN points including rigid PVC conduits laid undertile complete with information outlets & patch panels.	NOS	20		
6	<b>MULTIFUNCTIONAL PRINTER</b>				
	Supply & commissioning of 'HP' make ' <b>LASERJET M1213NF</b> ' machine with multifunctional features of Print, Scan, Copy and Fax, MFP 400%, Network Ready, Scan To Fax Email.Resolution: Mono, A4 Size Paper Speed 18 PPM, Reduction Enlargement 25, Print Speed 18 PPM, including networking with 6 nodes and 2 computers	NOS	1		
				<b>Add 12.5% VAT</b>	
				<b>AMOUNT</b>	

**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 FOR SUPPLY OF EQUIPMENTS &amp; FURNITURE

<b>1</b>	Name of the vendor/manufacturer	
<b>2</b>	Address (with Tel. No. & Email)	
<b>3</b>	Contact Person(s) (with mobile No. & Email)	
<b>4</b>	Unit Particulars (Name ,No. of units Rate per unit ,Total Amount for ____ unit )	Please fill in the columns left blank in Annexure-1
<b>5</b>	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 not withstanding 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)