



प्रधान मुख्य आयकर आयुक्त कार्यालय, केरल

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, KERALA

केन्द्रीय राजस्व भवन, आई एस प्रेस रोड, कोच्ची - 682 018

2<sup>nd</sup> Floor, Central Revenue Building, I.S.Press Road, Kochi-682 018

Phone :0484-2795505 Fax: 0484-2395583

NOTICE INVITING TENDER

For and on behalf of the President of India, the Principal Chief Commissioner of Income Tax, Kerala invites bids for the purchase of 96 (Ninety six) units of 1.5 Ton Split Air Conditioners with 5 star rating with copper condenser pipes from reputed parties dealing in Split Air Conditioners 1.5 Ton, having at least three years of experience in providing Split Air Conditioner in Government Organisations/Semi Government/Government Undertakings/Reputed Banks, as per the terms and conditions of the bid document. The details and bid forms can be obtained from the office of the Principal Chief Commissioner of Income Tax, Kerala, 2<sup>nd</sup> floor, C.R.Building, I. S. Press Road, Kochi - 682 018 or from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) (Tab Tenders). The price for inverter model (1.5 Tones) and non inverter model (1.5 Tones) shall be separately mentioned.

2. Interested bidders are required to furnish Technical and Financial Bids in separate sealed covers. Last date of sale of tender forms is 18.02.2015 till 05.00PM. Bids are to be received by 5.00 PM on 25.02.2015. Bids will be opened on 27.02.2015 at 3.00 PM in this office.

Place: Kochi  
Date : 11.02.2015

  
(GIRISH SOMAN)

Income Tax Officer(PR)

O/o the Principal Chief Commissioner of Income Tax, Kerala.



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का.सं./F.No.Pr.CC-CHN/PR/1% Incentive/AC/2014-15 दि./Dated: 11/02/2015

**Notice for Inviting Tender**

**Name of the Work:** Supply of Split Air Conditioners 1.5 ton, 5 star rating with copper condenser pipes

The Principal Chief Commissioner of Income Tax, Kerala, Kochi invites sealed bids for supply of Split Air Conditioner 1.5 ton from reputed parties dealing in Split Air Conditioner 1.5 ton, having at least three years of experience in providing Split Air Conditioners in Government Organizations/ Semi Government Organizations/ Government Undertaking/ Reputed Banks, as per terms & conditions of the bid document. Items should be of leading brands like Voltas, Samsung, L.G., Sony etc.

Tender is invited in two parts, i.e, (1) Technical Bid and (2) Financial Bid. The tender form for technical bid in the prescribed proforma(Annexure-I) and the tender form for the financial bid in the prescribed proforma(Annexure-II) complete in all respects, sealed separately, and kept in sealed cover together, superscribed as "Quotation for Supply of Split Air Conditioners" should be submitted to the Principal Chief Commissioner of Income Tax, 2<sup>nd</sup> floor, C. R. Building, I. S. Press Road, Kochi- 682 018.

**SPECIFICATIONS:**

1. 1.5 Tons capacity
2. 5 Star rating
3. Copper Condenser pipes
4. Inverter technology
5. Micro protection filter
6. Plasmaster Ionizer
7. Monsoon comfort.

The tender documents along with instructions and terms & conditions can be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or can be collected from the office of the Principal Chief Commissioner of Income Tax, 2<sup>nd</sup> floor, C. R. Building, I. S. Press Road, Kochi- 682 018 from 12.00PM on any working day from Monday to Friday till 18.02.2015.

- Last date of sale of tender forms 18.02.2015 till 05.00PM.
- Last date & time for submission of quotations is 05.00PM on 25.02.2015.
- Date & time for opening of the quotations at 03.00PM on 27.02.2015.
- Place of opening of Tender Bids – Office of the Principal Chief Commissioner of Income Tax, Kerala, Kochi -682 018.

  
VENI RAJ

Dy. Commissioner of Income Tax(HQ)(Admn.)  
O/o the Principal Chief Commissioner of Income Tax, Kerala, Kochi.

**GENERAL INSTRUCTIONS FOR TENDER**

- i. The Principal Chief Commissioner of Income Tax, Kerala, 2<sup>nd</sup> Floor, C. R. Building, I. S. Press Road, Kochi-682 018 invites quotations for supply of 96 units of 1.5 ton Split Air Conditioners from reputed and well established supplier/Company/Firm/Agency dealing in Split Air Conditioner(1.5) ton.
- ii. The tendering Company/Firm/Agency is required to enclose photocopies of the documents, as per the requirements of Technical Bid as given in the Annexure-1 failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.
- iii. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
- iv. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form, In such cases, the tender shall be summarily rejected, However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.
- v. The envelope containing Technical Bid shall be opened first on the scheduled date and time, at the premises of the Office of the Principal Chief Commissioner of Income Tax, Kerala, Kochi in the presence of the duly authorized representatives of the Company / Firm / Agency, if any, who wish to be present on the spot at that time. Financial bids of only technically qualified bidders shall be opened on a date, place and time to be notified later or as decided in presence of short listed suppliers or their authorized representatives.
- vi. The Principal Chief Commissioner of Income Tax, Kerala, Kochi reserves the right to annul any or all bids without assigning any reason.
- vii. The bidders shall submit the technical & financial bids as per the format enclosed at Annexure I & II.
- viii. Copies of valid Central/ State Sale Tax registration certificate should be submitted with the quotation.

**TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY /FIRM/ AGENCY**

The tendering Service Provider Company /Firm/ Agency should fulfill the following technical specifications:

1. Company/Firm/ Agency should have at least three years experience in providing similar items to public sector company/ Banks and Government Departments etc.
2. Company/Firm/ Agency should have registered with Sales Tax Department and have its own Bank Account and PAN No.
3. The Company/Firm/ Agency shall submit affidavit stating that the agency is/ has not been black listed by Central Government/ State Government / any PSU.
4. The Company/Firm/ Agency should have registered with the concerned authorities.
5. Firm should have annual turnover of at least 30 lakhs in the last three financial years.

Non compliance with any of the above conditions by the Company/Firm/agency will amount to non-eligibility for the items for which tender has been floated and its tender will be ignored summarily.

**OTHER TERMS & CONDITIONS:**

1. The Price quoted should be inclusive of taxes, transportation, installation etc.
2. No advance payment will be made by the Department.
3. The bidder should adhere to the provisions of all laws in every respect.
4. The successful bidder shall have to deliver the items at the premises of the Office of the Principal Chief Commissioner of Income Tax, Kerala, Kochi, or at any place as may be directed by the Principal Chief Commissioner of Income Tax, Kerala, Kochi, latest by 31<sup>st</sup> March 2015.
5. The supplier shall submit the bills after satisfactorily supplying the goods so as to enable the Department to process the same and pay the supplier.
6. Liaison shall be maintained with our officers-in-charge concerned for smooth and efficient supply of the required items.
7. Any tax as per laws in force shall be paid by the supplier.
8. Any damages, loss or theft will have to be borne by the supplier/agency.
9. Failure by the supplier to comply with any statutory requirements and/ or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the Department.
10. No negotiation will be undertaken with any bidder except the successful bidder.
11. The supplier will not sublet or transfer any part of the contract.
12. If the quality of any items is found not satisfactory by this office then the supplier will be asked to replace them immediately without any cost.
13. The supplier shall have all statutory license/registration which are essential/mandatory for supplying/providing the required items in Kerala.

**FINANCIAL**

1. An amount of Rs. 67,200/- (Rupees Sixtyseven Thousand Two Hundred only) should be deposited by the bidder by Demand Draft in favour of "The Administrative Officer, O/o the Principal Chief Commissioner of Income Tax, Kerala, Kochi" along with the tender documents as Earnest Money Deposit.

FRAUD AND CORRUPT PRACTICES

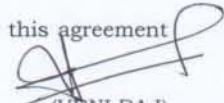
2. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

LEGAL

1. The Company, firm, agency shall be responsible for compliance of all statutory provisions relating to Sales Tax and any other Laws/Taxes/Acts/Rules etc. Governing the matter/issues etc.
2. The Tax Deduction at Source(TDS) if required, shall be deducted as per the provisions of Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.
3. The Office of the Principal Chief Commissioner of Income Tax, Kerala, Kochi reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered at any stage.
4. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.

ARBITRATION

1. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the Principal Chief Commissioner of Income Tax, Kerala, Kochi. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.
2. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Office of the Principal Chief Commissioner of Income Tax, Kerala, 2<sup>nd</sup> Floor, C.R. Building, I. S. Press Road, Kochi-682 018.
3. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.



(VENI RAJ)

Deputy Commissioner of Income Tax(HQ)(Admn.)  
O/o the Principal Chief Commissioner of Income Tax, Kerala, Kochi

**ANNEXURE – I**

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

Supply of Split Air Conditioner 1.5 ton, 5 star rating with copper condenser pipes

1	Name of Tendering Company/Firm/Agency	
2	Name of Proprietor/Director of Company/Firm/Agency	
3	Full Address of Office with Telephone No. FAX and E-mail	
4	Full address of operating/ Branch Office with Telephone no. FAX and E-Mail with name of the contact person(s) and Mobile No.	
5	Details of Bank Account to which payment is required to be made along with MICR and IFSC code.	
6	Details of Earnest Money Deposit	
(a)	D.D. No. & Date	
(b)	Drawn Bank	
(c)	Valid upto	
7	PAN NO. (Attach attested copy)	
8	Sales Tax Registration No. (Attested copy)	
9	Whether minimum three years of experience in providing similar items to public sector Company/Banks/Government Departments? Attach Proof.	
10	Affidavit stating that the agency is/ has not been black listed by Centre/ State Government/PSU	
11	Annual Turnover for financial years 2011-12,2012-13 &2013-04. Attach proof.	

Signature of authorised person  
Name & Seal

Place:

Date :

DECLARATION

1. I, \_\_\_\_\_ Son/ Daughter/Wife of Shri. \_\_\_\_\_,  
\_\_\_\_\_ Proprietor/Partner/Director, authorized signatory of  
\_\_\_\_\_ Is competent to sign this  
declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide to them.

3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that  
furnishing of any false information/fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorised person  
Full Name & Seal

Place:  
Date :

**ANNEXURE-II**

**FINANCIAL BID**

(To be kept in a separate sealed envelope)

1. Name of Bidder
2. Address with contact No.
3. Authorised Person with designation (Contact No.)

S. No.	Category of Item	Price per unit inclusive of all taxes, transportation, installation and other charges (Rs.)(Both in words and figures)
A	B	C
1	Split Air Conditioner 1.5 ton, 5 star rating with copper condenser pipes	

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

Signature of authorised person  
Name & Seal

Place:  
Date :