



OFFICE OF THE
Pr. CHIEF COMMISSIONER OF INCOME TAX (CCA)
CENTRAL REVENUE BUILDING, I.P. ESTATE, NEW DELHI.

Notice for Inviting Tender

F. NO. Pr. CCIT (CCA)/CRSCB Purchase/2015-16/12166

Dated : 15.01.2016

The office of the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi invites sealed bids/quotation for supply of following goods.

S.No.	Description of items (mixed sizes as per requirement)	Brand	MRP (± 10 %) in Rs.	Quantity in numbers
1.	Track suits complete	Addidas/ Reebok/ similar brands	3,500/-	105
2.	Sports shoes general with double layer soil	-do-	6,000/-	105
3.	Kit bag with or without wheels	Addidas/ Reebok/ wildcraft/similar brands	3,500/-	105
4.	Chess kit- Tshirt	Addidas/ Reebok/similar brands	1500/-	1
5.	Badminton kit-Tshirt and shorts	-do-	2500/-	2
6.	Basketball kit and Tshirt and shorts	-do-	2500/-	10
7.	Swimming gear- trunk plus cap plus glasses	-do-	2000/-	2
8.	Football kit -Tshirt plus shorts plus stockings	-do-	3000/-	16
9.	Volleyball kit - Tshirt and shorts	-do-	2500/-	12
10.	Cricket kit- Tshirt plus trousers	-do-	3000/-	15

Any agency/vendor who is willing to supply these items can submit the quotation for the same. The lowest bid of total amount shall be accepted subject to other conditions. The lowest bid shall be the greater difference between the total amount based on MRP and total amount quoted for similar items.

In case of non availability/ shortage/change of any specific item the vendor has to replaced the same by applying the maximum discount in each category i.e. apparel, shoes and kit bags. In this case price range of $\pm 10\%$ is allowed.

Tender documents shall be accompanied by a Demand Draft/banker's Cheque for Rs. 500/- drawn in favour of the ACIT (Hqrs.) (Admin), O/o Pr. CCIT, Delhi, New Delhi towards cost of the tender.

The General instructions are enclosed as Part-II of the documents and the terms and condition are enclosed as Part-III of the document.

The tender documents along with instructions and terms & conditions can be downloaded from the web site www.incometaxindia.gov.in or www.eprocurement.gov.in or can be collected from the Administrative Officer, Room No. 350, O/o the Pr. Chief Commissioner of Income Tax, Delhi-I, Central Revenues Building, IP Estate, New Delhi-110002 from 04:00 PM on payment of Rs. 500/-.

Last date of sale of tender forms 19.01.2016 till 3:00 PM

Date & Time for submission of quotations is 12:00 A.M. to 3:30 PM on 21.01.2016

Date & Time of opening of quotations at 4.30 P.M on 21.01.2016

Place of opening of Tender Bids - Conference Hall, 3rd Floor, Central Revenue Building, IP Estate, New Delhi-110002.

ASSISTANT COMMISSIONER OF INCOME TAX,

(HQRS.) (ADMN.), NEW DELHI.

GENERAL INSTRUCTIONS FOR TENDER

1. The office of the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi, requires supply/purchase of sports wears and sports goods as mentioned in Tender Document.
2. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
3. All entries in the financial bid 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 Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the 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.
4. The competent authority of Office of the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to annul any or all bids without assigning any reason.
5. The tenders have been invited under the lowest financial bid with subject to fulfilling of all Technical Qualifications as per the Forms attached.
6. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only), refundable (without interest), should be necessarily accompanied with the Bid of the Agency in the form of Demand Draft/Pay Order from any of the Scheduled Commercial Bank drawn in favour of "Assistant Commissioner of Income Tax (ACIT), (Hqrs.) (Admn.) O/o the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi". Bids not accompanied by earnest money of the requisite amount with proper validity will be summarily rejected. The EMD amount of the successful bidder will be returned after satisfactorily supply of all the required books.
7. The bidder shall quote the financial bids and furnish information in the technical Qualification Form as per the format enclosed at Form-I and Form-II.
8. The bidder shall be responsible for the genuineness of brand product. The Department has right to get the product tested from the company itself.
9. Vendor / Firm / Agency should have its own Bank Account.

10. The Agency shall raise the bill, in triplicate after providing the desired goods to office of Assistant Commissioner of Income Tax (Hqrs.) (Admn.), Central Revenue Building, I.P Estate, New Delhi-110002 for sanction and payment as soon as possible.
11. The Office of the Pr. Chief Commissioner of Income tax, Delhi, New Delhi, Central Revenue Building, I.P Estate, New Delhi-110002 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.
12. The bidder must have two year experience for supplying books to government agencies/PSUs/or reputed establishments.

ASSISTANT COMMISSIONER OF INCOME TAX,

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OTHER TERMS AND CONDITIONS:-

- 1) Any short supply, inadequacy or defective supply with regard to material quoted by the contractor as stated in the financial bid shall be viewed seriously.
- 2) The delivery of goods should be started as per the schedule provided to the supplier. The price quoted should be inclusive of all taxes and delivery charges.
- 3) The price quoted should be inclusive of all taxes and delivery charges.
- 4) No advance payment will be made by the Department.
- 5) Failure to deliver the goods at stipulated place and as per requirement will be liable for cancellation of the order.
- 6) The bidder should supply adhere to the provisions of all laws in every respect.
- 7) The vendor shall submit the bills after satisfactorily supplying the goods so as to enable the Department to process the same and pay the suppliers.
- 8) Tax, if any, shall be deducted at source as per the Income Tax Act from the bills.
- 9) If in the opinion of the Department, the vendor supply of books not as per the approval or satisfaction, the Department may procure the same from a third party vendor, cancelling his supply order.
- 10) Liaison shall be maintained with our officers-in-charge concerned for smooth and efficient supply of the required items.
- 11) In the event of any exigencies, the Department shall have discretion to send request for more or less number of items mentioned in the contract as per the rate approved.
- 12) Any tax as per laws in force shall be paid by the vendor.
- 13) Any damages or loss caused during transit will have to be bear by the vendor.
- 14) The vendor will ensure that the items supplied should be to the satisfaction of the Pr. Chief Commissioner of Income Tax , Delhi, New Delhi.

- 15) Failure by the vendor to comply with any statutory requirements and/or the terms of the agreement during the period of supply contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
- 16) In case the vendor withdraws or the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi terminates the contract for violation of terms and conditions and/or deficiency in items during the period of contract, the vendor will be penalized as deemed fit.
- 17) The vendor will not sublet or transfer any part of the contract/supply.
- 18) If the quality of any items is found not satisfactory by this office then the contractor will be asked to replace them immediately.
- 19) Payment will be made on satisfactorily supply of items on receipt of bill. No advance payment will be made in any case. If any penalty is levied then that will be deducted from the bills.
- 20) In the event of any question, disputes or difference arising between the both parties relating to any interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by the mutual consultations and on failure to do so will be referred for arbitration to the nominee of the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi. The decision of arbitration to the agreement in this regard will be final and binding upon both the parties. The parties will continue to perform obligation under this agreement during arbitration proceedings.
- 21) The venue for arbitration will be New Delhi.
- 22) Right to decide the actual numbers goods and bidder completely lies with the department/ the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi.
- 23) The Income Tax Department, Delhi Region reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 24) Any time prior to the last date for receipt of bids, the Department may for any reason, modify the Tender Document.

**ASSISTANT COMMISSIONER OF INCOME TAX, (HQRS.) (ADMN.),
NEW DELHI.**

Form-1
OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX (CCA) DELHI,CENTRAL
REVENUE BUILDING, I. P. ESTATE, NEW DELHI.

Financial Bid for supplying books

1.	Name of the concern						
2.	S. No.	Description of items	MRP(inclusive of taxes)	Minimum Price quotation (inclusive of taxes)	Quantity numbers	in	Amount in Rupees
3.	total						
4	formula	A= total MRP (MRP Per item × quantity) B= total of quoted price(quoted price per item x quantity) C= A-B D= C/A x 100 The higher percentage of D shall be consider the lowest quotation.					

DECLARATION:-

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I further certify that I shall abide by all the existing rules and regulations in this regard. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

(Signature of authorized Signatory with date)

Form-2

OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX (CCA) DELHI,CENTRAL
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Technical qualifications for supplying books

1.	Name of the concern	
2.	Complete Address of the concern (with Registration No., Telephone No. , Fax & E-mail)	
3.	Names and addresses of the Partners/Directors /Proprietor with mobile no. (in case of firm/company/Proprietorship)	
4.	Contact person(s) (with mobile number)	
5.	Bank Account details	
6.	Permanent Account Number (attach copy)	
7.	Experience Certificate (attach copy)	
8.	Details of Earnest Money Deposit DD No. Amount : Drawn on :	

DECLARATION:-

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I further certify that I shall abide by all the existing rules and regulations in this regard. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

(Signature of authorized Signatory with date)