



सत्यमेव जयते
भारत सरकार
Govt. of India

प्रत्यक्षकर क्षेत्रीय प्रशिक्षण संस्थान Direct Taxes Regional Training Institute

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No. DTRTI/Kol./Admin³⁰/2015-16/2809
Part II
Tender No. /2015-16/14

Date 27.01.2016

LIMITED TENDER NOTICE FOR SUPPLYING SOLID WOOD FLOORING AND CARPET TILES TO DIRECT TAXES REGIONAL TRAINING INSTITUTE, KOLKATA.

1. Direct Taxes Regional Training Institute, Kolkata, 110, Shanti Pally, E M Bypass, Kolkata-700107, hereinafter referred to as "DTRTI", invites sealed tenders in One-bid system, for Supply & Fitting of Solid Wood Flooring and Carpet Tiles for Room No.322 and 408 of the DTRTI Building, DTRTI, Kolkata for furnishing purpose. Intending Bidders are requested to quote their best offer along with complete details of specifications.

2. Bidders may collect the Bid Document containing the details of the bid from the Deputy Director of Income Tax (Trg.)-1, Room No. 206, DTRTI, Kolkata, on any working day from 27.01.2016 to 12.02.2016 between 11:00 a.m. and 05:00 p.m. on payment of Rs.200/-(Rupees Two Hundred only) by crossed Demand Draft of any of the Nationalized bank drawn in favour of Zonal Accounts Officer, CBDT, Kolkata. The same can also be downloaded from the website www.incometaxindia.gov.in. In either case, the cost of the Tender Document shall be paid separately and enclosed along with the Bid. **A pre-bid conference will be held on 12.02.2016 at 11.30 am in Room no. 322 of the DTRTI Building, DTRTI, Kolkata.**

3. Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs. 10,000/-(Rupees Ten Thousand only) along with their bids in addition to the cost of Bid Document. The EMD may be submitted by way of a Crossed Demand Draft of any of the scheduled bank drawn in favour of the **Zonal Accounts Officer, CBDT, Kolkata.**

4. The duly filled in Bid document including Annexure-A, Bid Document cost and Earnest Money Deposit shall be submitted by the Bidders in a sealed envelope super-scribed as "**TENDER FOR SUPPLY OF SOLID WOOD FLOORING AND CARPET TILES**".

5. The Bidders shall drop the bid document in the "Sealed Tender Box" meant for the purpose of accepting the bid documents, kept in Room No. 202 of DTRTI Building, DTRTI, Kolkata. Only those bids which are found in the "Sealed Tender Box" shall be considered for Evaluation of Bid and award of tender, if found suitable in all respect.

a. Last date for receipt of Tender: **18.02.2016, 12.00 pm**

b. Date for opening of bids: **18.02.2016, 4.00 pm**

c. Place of opening of the bids: **Room no. 202 of the DTRTI Building, DTRTI, Kolkata.**

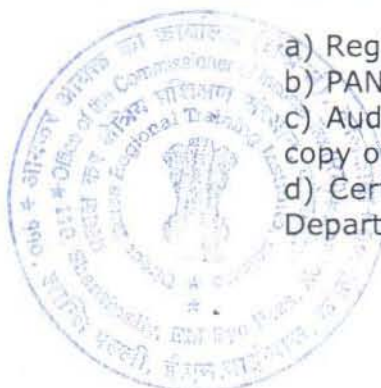



Ashim Kr. Charkraborty
Deputy Director of Income Tax (Trg.)-1
O/o The Director
Direct Taxes Regional Training Institute, Kolkata.

SECTION I

ELIGIBILITY OF THE BIDDERS

1. Any Agency (hereinafter referred to as 'Bidder') which may be a Partnership Firm, Proprietary Firm, an Indian Company or any other legal entity in the business of business of supply and sales of Solid Wood Flooring and Carpet Tiles (hereinafter referred to as 'Furnishing Item') are entitled to participate.
2. The Bidder should have been in the business of supply and sales of 'Furnishing Item' for atleast 3 years as on 31.03.2015.
3. The Bidder should have achieved Turnover of at least Rs.10 lakhs in the Financial Years 2012-13, 2013-14 and 2014-15, for supply and sales of 'Furnishing Item' and it should have in its clientele Central Government and or State Government and or PSUs.
4. Details of successfully completed assignments, similar in nature, executed in any Central/ State Government Departments including Income Tax Department and Public Sector Undertaking or Others shall be enclosed with the Bid.
5. The Bidder is not involved in any criminal proceeding and no criminal case should be pending against the bidder. The Bidder should not be debarred or black-listed by any authority earlier.
6. The Bidder should be able to deliver to DTRTI the supply of the 'Furnishing Item' are described in this bid document, **within Three Weeks** from the date of the order communicating the award of Tender.
7. In the event of failure of the successful Bidder to deliver the 'Furnishing Item' within the stipulated period referred to in para 5 above or in the event of breach of any of the terms and conditions, the award will be terminated with prior notice to the successful bidder and the defaulting bidder shall be blacklisted for doing any future contracts with the DTRTI.
8. The Bidder should furnish self-attested copies of following documents along with the Bid document.
 - a) Registration Certificate under State/Central Acts.
 - b) PAN card & Sales Tax/Service Tax/VAT Registration Certificate.
 - c) Audited Balance Sheet for last 3 years as per Para 3 above, along with copy of acknowledgment of submission of return of income.
 - d) Certificate that the bidder is not blacklisted by any Central/State Govt. Department /PSUs, Banks, etc.



9. The Bidder is required to submit cost of Tender Document for an amount of Rs.200/- (Rs. Two Hundred Only) (non-refundable) and Earnest Money Deposit (EMD) (refundable, non-interest bearing) for amount of Rs. 10,000/-(Rupees Ten Thousand only) by way of a Crossed Demand Draft of any of the scheduled bank drawn in favour of the **Zonal Accounts Officer, CBDT, Kolkata**. Tender Bids without the cost of Bid Document and EMD shall be rejected straightaway.

10. All the pages of the Bid Document shall be signed by the Bidder or its Authorized Signatory with proper Seal and Stamp. Incomplete Bid Document (whether unsigned, incorrectly filled, partly filled or otherwise) or the Bid Document without the requisite Earnest Money or Bid Document not submitted in the 'Sealed Tender Box" will not be entertained.

11. The shade/colour and design of the 'Furnishing Item' shall be decided by DTRTI after award of the Tender. The period of delay (if any) in communicating the decision of the shade/colour and design shall be excluded from the time limit of Three weeks' for supply and fitting of 'Furnishing Item'.



SECTION II

SCOPE OF WORK

1. The scope of work includes providing solid hardwood flooring and carpet flooring in Room No.322 and carpet flooring in Room No. 408 at 3rd and 4th floors, respectively of the DTRTI Building at 110, Shantipally, E M Bypass, Kolkata-700107.
2. The successful Bidder should be able to deliver to DTRTI supply of 'Furnishing Item' that are described in Para 3 below, at the rates quoted in Annexure A of this bid document within three weeks from the date of the order communicating the award of Tender.
3. The requirement specifications/details are as under:-

S.No	Description of Quality and Brand	Approximate Requirement/Quantity
1.	<u>Solid Hardwood Flooring</u> Supplying & fitting/ Fixing of solid hardwood flooring of around 12mm thickness with plank/panel width of around 8 inch. of brands like - Excel classic floors/ Casa Floors/ Armstrong/ Ambience Plus or equivalent including base layer/all accessories and profiles (i/c door profile)/skirting etc. complete. With warranty against any manufacturing, workmanship or fitting/fixing defects.	To cover area of around 22 X 12 ft. in Room No.322
2.	<u>Carpet Tiles</u> Tile Size-50 x 50 cms., loop/cut pile with soft feel, pile thickness around 3.5 mm, secondary support/backing layer-PVC of around 2-3 mm thickness of brands like Heritage-Melody 3 , Mandate 1, Mystic 2, Classic Carpet tiles etc. collections or equivalent. With warranty against any manufacturing, workmanship or fitting/fixing defects.	Room No. 322: Approximate area around 22 x 18 ft. Room No. 408: Approximate area around 30 X 22 ft.



SECTION III

INSTRUCTIONS TO BIDDERS

1. The Bidders shall be required to submit the duly filled up Annexure-A containing the Bid for Supply and Fitting of 'Furnishing Item'.

2. Section I, Section II, Section III and Section IV along with Annexure-A together constitutes the Bid Document. The Bidders shall submit the properly filled Bid document with each page of the document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in this Bid document before submitting it.

3. The Bid Document should be sealed and super scribed with tender number and addressed to:

The Additional Director General (RTI)
Direct Taxes Regional Training Institute
110, Shantipally, EM Bypass
Kolkata-700107.

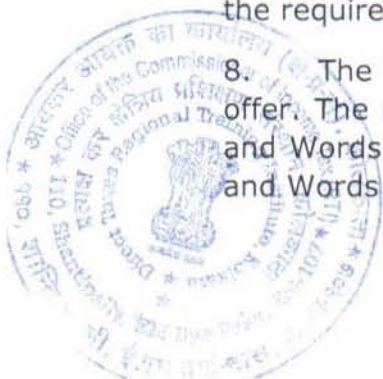
4. The sealed Tender(s) should reach DTRTI, latest by 18.02.2016 at 12.00 pm and the bids will be opened on 18.02.2016 at 4.00 pm in Room No.202, DTRTI Building, DTRTI, Kolkata, in the presence of the bidder(s) or their authorized representative(s), who may wish to remain present at the scheduled date and time. Representatives without authority letter duly authorising their presence in the bid opening, will not be allowed to participate.

5. The Bidder should adhere to the time schedule of collecting and depositing/submission of the Bid. They should ensure that the Bid is submitted in time. Bid Document received after due date and time will not be entertained.

6. The bidder is advised to visit and examine Room Nos.322 & 408 surroundings for inspection and obtain for itself on its own responsibility all information that may be necessary for preparing the bid. The costs of visiting the site shall be at the bidder's own expense.

7. If any bidder submits their quote without inspection, it will be construed that he/she has understood the total supply requirement and would comply with the requirement of flooring during supply of furnishing item and its fitting.

8. The Rates quoted shall remain valid for 180 days from the date of the bid offer. The quote must be without cutting and overwriting. The quote in Figures and Words should match. In case of mismatch of the quoted amount in Figures and Words the lower of the two will be treated as the quote.



9. The Bidders are not entitled to modify any of the terms and conditions and put forth their own conditions. Any attempt by the bidder to do so will render the bid to be summarily rejected.

10. The successful Bidder shall be required to furnish Performance Security of Rs.25,000/- (Rs. Twenty Five Thousand Only) by way of a Crossed Demand Draft of any of the scheduled bank drawn in favour of the **Zonal Accounts Officer, CBDT, Kolkata**, within 10 days from the date of receipt of letter of award of Tender. Performance Security shall remain valid for 3 months from the date of completion of contractual obligations by the Successful Bidder. On successful Supply and Fitting of 'Furnishing Item' and completion of validity period, the Performance Security shall be returned within 15 days from the last day of the end of validity of the Security. No interest shall be payable by DTRTI on this Performance Security.

11. DTRTI reserves the right to reject any or all of the received bids without assigning any reason.



SECTION IV

TERMS AND CONDITIONS

1. Bid Document should be in one-bid system- 'Technical cum Financial Bid' in a cover super scribed as 'Technical cum Financial Bid'. The sealed bid should be kept in a separate sealed envelope super scribed as "**TENDER FOR SUPPLY OF SOLID WOOD FLOORING AND CARPET TILES**" TO DTRTI.
2. The complete Name & Address of the bidder, Name of the Authorized Signatory along with Seal and Stamp of the bidder, name of the contact person along with contact numbers shall be mentioned in the Technical Bid cum Financial Bid. Bids incomplete in any manner shall be rejected straightway and no discussion will be entertained as to completion or submission of details subsequently.
3. The bidder should have satisfactorily supplied & fitted 'Furnishing Item' in any Central/ State Government Departments including Income Tax Department and Public Sector Undertaking or Other Department. List of clients shall be enclosed with the Technical Bid cum Financial Bid.
4. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand only) and Rs 200/- (Rs. Two Hundred Only) as Tender Fees by way of two separate Demand Drafts. The Crossed Demand Drafts of any of the scheduled bank, shall be drawn in favour of the **Zonal Accounts Officer, CBDT, Kolkata**. Bid(s) received without demand drafts of EMD and bid document cost shall be rejected.
5. The EMD of unsuccessful bidder(s) would be returned within 10 days from the date of award of the Tender to the successful Bidder. No claim shall lie against DTRTI, Kolkata in respect of erosion in the value or interest on the amount earnest money deposit. The EMD of the successful bidder shall be returned after the signing of Agreement for Supply of 'Furnishing Item' and submission of Performance Security.
6. Bidder shall quote their rates for supply of each & every item of 'Furnishing Item' which shall include all taxes, transportation, labour charges, fitting/fixing and nothing extra shall be paid on any account.
7. The Rates should be quoted on firm Basis, inclusive of all Charges, by whichever name called; in Figures as well as in words. Any overwritten or use of whitening ink on the quoted rates will render the bid for rejection.



8. In case of conflict between the rates quoted in Figures and words; the quote in words will be taken up for evaluation of the bid.

9. The quote for each item shall be as per Terms and Conditions; Specifications and Standards mentioned in the Bid document. The name of items with specification and makes/brands of the items, name of manufacturer must be enclosed.

10. The quoted rates must be valid for a period for 180 days from the date of bid offer. Bidder's quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it will be rejected.

11. In case the tenderer withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the Earnest Money Deposit shall be forfeited without assigning any reason thereof.

12. The bid shall be accompanied by Literature & catalogues in support of items quoted (with suitable Reference No. or mark of identification) in respect of the 'Furnishing Item' offered for assessment of technical competency of the bidder to participate in the bid.

13. The Successful bidder shall be determined on the basis of lowest composite quote subject to fulfilling all the terms and condition by the Bidder. In case two or more Bidders have offered the same quote, the bidder with higher turnover as declared in the Return of Income relating to FY 2014-15 shall be preferred for award of Tender. Letter for award of Tender will be issued immediately thereafter. The 'Successful bidder' shall acknowledge acceptance of the Supply order by placing its Signature and Seal on the body of the Supply Order.

14. The Successful bidder shall be required to enter into an Agreement with DTRTI, immediately after award of the Tender. The Agreement would be prepared based on the terms and conditions contained in this Bid Document.

15. The Successful bidder shall be required to furnish Performance Security of Rs.25,000/- (Rs. Twenty Five Thousand Only) by way of a Crossed Demand Draft of any of the scheduled bank drawn in favour of the **Zonal Accounts Officer, CBDT, Kolkata**, within 10 days from the date of receipt of letter of award of Tender. Performance Security shall remain valid for 3 months from the date of completion of contractual obligations by the Successful Bidder. On successful Supply and Fitting of 'Furnishing Item' and completion of validity period, the Performance Security shall be returned within 15 days from the last day of the end of validity of the Security. No interest shall be payable by DTRTI on this Performance Security.



16. The Successful bidder shall ensure that all the 'Furnishing Item' ordered is delivered and fixed/fitted within 3 (Three) weeks from the date of issue of letter of award. All the aspects of safe delivery shall be the exclusive responsibility of the Successful bidder.

17. If the Successful bidder fails to supply and fix/fit the 'Furnishing Item' on or before the stipulated date, then late delivery charges at the rate of 1% per week or part thereof exceeding 3 days of the total order value shall be levied subject to maximum of 5% of the total order value, excluding the date of acceptance of Supply Order.

18. The 'Furnishing Item' to be supplied should be free from any defects. In case any defect is found, the Successful bidder shall be required to replace it within 15 days from the date of detection and communication of such defect in writing. If the quality or specification of the 'Furnishing Item' is found not satisfactory by DTRTI, the Supplier will be asked to replace them immediately.

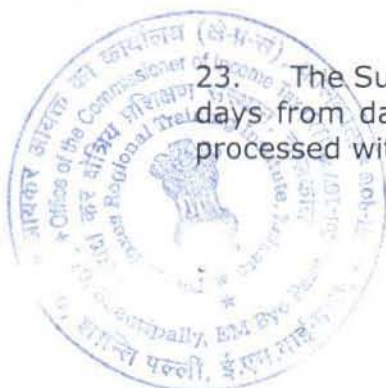
19. The 'Furnishing Item' should have warranty against any defects from the date of satisfactory supply and fitting of the 'Furnishing Item', against the defect of any manufacturing, workmanship (design/pattern, etc.) and poor quality of the fitting/fixing. The Successful bidder will replace the defective material free of cost, if noticed within the warranty period.

20. The Successful bidder shall be wholly responsible for any loss or damage to any person and or property arising due to negligence at the time of fitting and fixing the 'Furnishing Item'. The Successful bidder shall be required to make good such loss or damage.

21. Quantity of 'Furnishing Item' mentioned in this Bid Document is approximate. DTRTI reserves the right to increase or decrease the requirement during the tender process or at any stage subsequent.

22. Payment of the total order value will be on actual measurement basis applying the rates quoted in the bid and shall become payable after successful supply & fitting of the ordered 'Furnishing Item', furnishing of Performance Security and execution of Agreement. The supply and fitting will be treated successful after final inspection of 'Furnishing Item' by DTRTI.

23. The Successful bidder shall be required to submit bills in triplicate within 10 days from date of final inspection of supplied 'Furnishing Item'. The bill will be processed within a week for release of payment.



24. The Successful bidder shall ensure that the bid submitted do not contain erroneous information. If at any time during the validity of bid offer, it is found that the Successful bidder has provided wrong information in the bid then the Performance Security shall be forfeited and the Successful bidder shall be barred from participating in any future tenders of DTRTI.

25. The decision of DTRTI in respect of interpretation of this Bid Document and the Agreement shall be final and binding on the Successful bidder.

26. In case any dispute between the Successful bidder and DTRTI that could not be resolved by mutual discussion, the matter may be referred for Arbitration by a Sole Arbitrator to be appointed by the Additional Director General (RTI), DTRTI. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.

27. DTRTI reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of tender, without incurring any liability, whatsoever to the affected bidder or bidder(s).

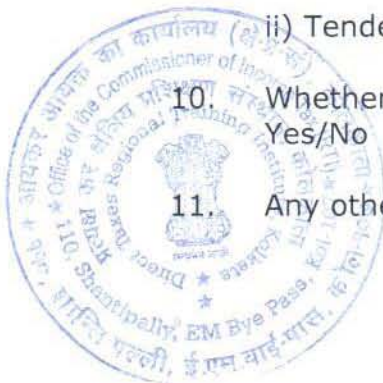


INVITATION OF SEALED BIDS FOR RATE CONTRACT FOR SUPPLY OF SOLID WOOD FLOORING AND CARPET TILES TO DTRTI.

TECHNICAL CUM FINANCIAL BID

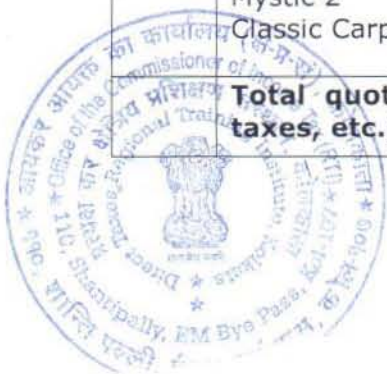
(To be submitted on the letterhead of the Company/Firm/Legal entity/Concern)

1. Name of the Bidder
2. Complete Address & Telephone No.
3. Name of Proprietor/Partner/Managing Director/Director along with Phone & Mobile No.
4. Name and address of service centre nearby DTRTI, Kolkata for any repairs of fitted flooring
5. Whether the concern is a registered (Attach attested copy of certificate) Yes/No
6. PAN (Enclose attested copy of PAN Card)
7. Service Tax No. (Enclose attested copy of Service Tax Certificate)
8. VAT No. (Enclose the attested copy of VAT Certificate)
9. Details of Demand Draft
 - i) Earnest Money Deposit
 - ii) Tender Fees
10. Whether the Bidder has signed each and every page of Bid Document Yes/No
11. Any other information, if necessary



12. **Rate quote:**

S.No	Description of Quality and Brand	Approximate Requirement/ Quantity	Rate per running Sq. Ft. or as applicable (in Rs.)	Total quote for approximate requirement /quantity
1.	<p>Solid Hardwood Flooring Supplying & fitting/ Fixing of solid hardwood flooring of around 12 mm thickness with plank/panel width of around 8 inch including base fillings /all accessories and profiles (i/c door profile)/skirting etc. complete. With warranty against any manufacturing, workmanship or fitting/ fixing defects.</p>	To cover area of around 22 X 12 ft. in Room No.322		
	<p><u>Brand Names</u> Excel classic floors/ Casa Floors/ Armstrong/ Ambience Plus Or equivalent</p>			
5.	<p>Carpet Tiles Tile Size-50 x 50 cms., loop/cut pile with soft feel, pile thickness around 3.5 mm, secondary support/backing layer-PVC of around 2-3 mm thickness of brands like Heritage-Melody 3, Mandate 1, Mystic 2, Classic Carpet tiles etc. collections or equivalent. With warranty against any manufacturing, workmanship or fitting/fixing defects.</p>	<p>Room No. 322: Approximate area around 22 x 18 ft.</p> <p>Room No. 408: Approximate area around 30 X 22 ft.</p>		
	<p><u>Brand Names</u> Heritage-Melody 3 Mandate 1 Mystic 2 Classic Carpet Tiles</p>			
Total quote (in words)(inclusive of all costs, charges, taxes, etc.)				Rs.



DECLARATION BY THE BIDDER

1. I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. In case any discrepancy is found in the above information at any stage, the supply order shall liable to be cancelled at the cost of the Bidder.
2. I /We also certify that the quotes have been quoted after understanding properly the terms and conditions as are laid in Section I to Section IV of the Bid Document.
3. I/We have gone through the terms & conditions as stipulated in the Bid document and confirm to accept and abide by the same.
4. No other charges would be payable by DTRTI over and above the consolidated quote mentioned hereinabove.
5. I /We further certify that I/ We, in my/our capacity as _____ of _____ am/are entitled to submit the bid.

Signature of the Bidder/Authorized Signatory with seal
(Name & Designation)
Telephone No.

Date:
Place:

