Invitations to Bid

Subject: Tender for supply of furniture to the Authority for Advance Rulings (IT), Mumbai-Regarding.

* * * * *

The Authority for Advance Rulings (IT), Mumbai (in short Authority) invites tenders from the eligible contractors under two bid system (Technical Bid and Financial Bid) for Award of contract for supply of specified furniture items to the Authority. The contract will be subject to Eligibility Criteria and compliance to terms & conditions of the contract.

2. The tender document can be downloaded from the website www.aar.gov.in or can be obtained for free of cost in the office of Secretary, AAR (IT), Mumbai at 11th Floor, Pratishta Bhavan, M.K. Road, Mumbai- 400 020. A pre-bid meeting would be held on **11.01.2018 at 3.00 PM** at 11th Floor, Pratishta Bhavan, M.K. Road, Mumbai- 400 020, for clarifying the doubts of the prospective bidders.

3. The eligible and interested contractors are requested to submit their bids as specified in the tender document. The last date for filing the tender is **23.01.2018 at 3.00 PM**. The technical bids will be opened on the same day, i.e., **23.01.2018 at 3.30 PM** at Room No. 1104, 11th Floor, Pratishta Bhavan, M.K. Road, Mumbai-400020.

4. The contractors may present themselves or send their authorised representatives for witnessing the opening of sealed technical bids. The date for opening of financial bids of those who qualify technically will be intimated later.

(B. YADAGIRI, IRS.,)
Addl. Commissioner of Income-Tax,
Authority for Advance Rulings (IT), Mumbai.
Tel. No. 022-22059135.
### SECTION 2: DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contractor</td>
<td>The word ‘Contractor’ when used before award of the Contract shall mean the parties bidding against this Invitation to Bid and when used after award of the Contract shall mean the successful contractor with whom the Authority signs the resultant Contract for implementation of the contract.</td>
</tr>
<tr>
<td>2. Proposal / Bid</td>
<td>The Technical and Financial bids submitted for supply of furniture against this Invitation to Bid.</td>
</tr>
<tr>
<td>3. Infrastructure Committee</td>
<td>The committee constituted by the Secretary, AAR (IT), Mumbai vide order number 01/2017 dated. 11.09.2017. The committee is empowered to call for bids and evaluate them.</td>
</tr>
<tr>
<td>4. EMD/ Security Deposit</td>
<td>Earnest Money Deposit is money paid for participating in this tender. It is mandatory as per Government Financial Rules.</td>
</tr>
<tr>
<td>5. Performance Guaranty</td>
<td>To ensure due performance of the contract, security to be obtained from the successful bidder to whom contract is awarded. This is required to be submitted within 30 days from the date of signing of the agreement.</td>
</tr>
<tr>
<td>6. Marine ply</td>
<td>Marine ply conforming to IS-710 and manufactured by ISO certified companies</td>
</tr>
<tr>
<td>7. Veneer</td>
<td>A thin strip of real teak wood conforming to IS-1328 of approved texture &amp; shade wood glued on to a substrate of plywood, manufactured by ISO certified companies.</td>
</tr>
<tr>
<td>8. Fittings used in making furniture</td>
<td>The fittings to be of Hettich/Hafele/Godrej/Dorten Baba /equivalent make and material as suggested in Part-III</td>
</tr>
<tr>
<td>9. Laminate</td>
<td>1 mm thick laminate of approved texture and colour manufactured by reputed companies</td>
</tr>
<tr>
<td>10. Meaning of the word “Approved”</td>
<td>Certain materials especially the colour of the laminate, glass etc. required to be approved by the Authority. The successful contractor shall obtain the approval of the Authority for such specified items before using them in making furniture.</td>
</tr>
</tbody>
</table>
Part - III

Scope of work

Specifications of the materials to be used in the furniture

1.0. **Executive Table-T1 for big chambers [5 Nos]:**

Providing /fabricating & laying of Executive table of size: **2400mm X 1050mm X 750mm**
ht. made out of 18mm thick approved marine ply, teak wood (in short t. w.)
beading/lipping finished in approved colour make and type 1.0mm thick approved
Laminate externally & internally, also on edges, sides; Including 230mm recessed-apron,
56mm thick (3 layers of ply) border/edging along visitors’ side and 38mm (2 layers of ply)
border/edging along staff side. Complete with 12mm thick bevelled edge & polished float
glass top of approved make & best quality floor protector rubber bushes/grommets
underneath as per instructions & design. For further details, refer to the drawing No. F-01.

2.0. **Executive Table-T2 for small chambers [2Nos]:**

Providing /fabricating & laying of Executive table of size **1950mm X 900mm X 750mm**
ht. made out of 18mm thick approved marine ply, t.w. beading/lipping finished in
approved colour make and type 1.0mm thick approved Laminate externally & internally,
also on edges, sides, including 230mm recessed-apron, 56mm thick (3 layers of ply)
border/edging along visitors’ side and 38mm (2 layers of ply) border/edging along staff
side. Complete with 12mm thick bevelled edge & polished float glass-top of approved
make & colour, best quality floor protector rubber bushes/grommets underneath as per
instructions & design. For further details, refer to the drawing No.F-02.

3.0. **Staff/secretaries table-T3 [4 Nos]:**

Providing/fabricating & laying of Staff/Secretaries table of size: **1275mm X 750mm X 750mm**
ht. made out of 18mm thick of marine ply, t.w. beading/lipping finished in
approved colour make and type 1.0mm thick approved laminate externally & internally,
also on edges, sides. Including 150mm recessed-apron,38mm (2 layers of ply)
border/edging along visitors’ side and staff side. Complete with best quality floor
protector rubber bushes/grommets underneath as per instructions & design. For further
details, refer to the drawing No.F-03.
4.0. **Small Table for representatives in the Court Room - T4[2Nos]:**

Providing /fabricating & laying Staff table of size **1350mm X 525mmX 750mm** ht. made out of 18mm thick marine ply, t.w. beading/lipping finished in approved colour make and type 1.0mm thick approved Laminate externally & internally, also on edges, sides. Including 100mm recessed-apron,38mm (2 layers of ply) border/edging along visitor's side and staff side. Complete with best quality floor protector rubber bushes/grommets underneath as per instructions& design. For further details, refer to the drawing No.F-04.

5.0. **Small Table for officers/staff in the Court Room – T5[2Nos]:**

Providing /fabricating & laying Staff table of size: **1650mm X 600mm X 750mm**ht, made out of 18mm thick approved marine ply, t. w. beading/lipping finished in approved colour make and type 1.0mm thick approved Laminate externally & internally, also on edges, sides. Including 100mm recessed-apron,38mm (2 layers of ply) border/edging along visitor's side and staff side. Complete with best quality floor protector rubber bushes/grommets underneath as per instructions& design. For further details, refer to the drawing No. F-05.

6.0. **Rear unit-RS1[5Nos]:**

Providing, fabricating & laying Rear side unit of size **2400mm X 525mm X 750 mm** ht. consisting of openable shutters, shelves, etc. made out of 18mmthick marine ply and back in 8mm thick marine ply, t. w. beading, lipping, frame 38mm thick border/edging, finished with approved make colour, type 1mm thick approved laminate externally & internally including on top, sides back front and edges and provide 12 mm thick bevelled edge & polished float glass top of approved make and colour. Complete with using hardware such as powder coated oxidised brass hinges, locks, handles, knobs, magnetic latches, etc. as per designs and instructions. For further details, refer to the drawing No.F-06.

7.0. **Rear unit-RS2[1 No]:**

Providing, fabricating& laying Rear side unit of size **1950mm X 525mm X 750mm** ht. consisting of openable shutters, shelves, etc. made out of 18mmthick marine ply and back in 8mm thick marine ply, t. w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges and provide 12 mm thick bevelled edge & polished float glass top of approved make and colour. Complete with using hardware
such as powder coated, oxidised brass hinges, locks, handles, knobs, magnetic-latches, best quality floor protector rubber bushes/grommets underneath etc. as per design and instructions. For further details, refer to the drawing No. F-07.

8.0. **Rear unit-RS3 [1 No]:**

Providing, fabricating & laying Rear side unit of size **1650mm X 525mm X 750mm** ht. consisting of openable shutters, shelves, etc. made out of 18mm thick marine ply and back in 8mm thick marine ply, t. w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges and provide 12 mm thick bevelled edge & polished float glass top of approved make and colour. Complete with using hardware such as powder coated, oxidised brass hinges, locks, handles, knobs, magnetic-latches, nylon suction cup glass holders, rubber bushes/grommets underneath etc. as per design and instructions. For further details, refer to the drawing No. F-07-A.

9.0. **Side table-S1 [2Nos]:**

Providing, fabricating & laying Side table of size **1050 mm X 450 mm X 750 mm** ht. consisting of sliding shutters, shelves, etc. made out of 18mm thick marine ply and back in 8 mm thick marine ply, t. w. beading, lipping, frame, 38mm thick border edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges. Complete with 12mm thick & edge polished float glass top of approved make& colour, including using hardware such as powder coated brass locks, handles, knobs, magnetic-latches, ball-rolling type of doors in a metal frame of approved type and make (for smooth running of doors), nylon suction cup glass holders, rubber bushes/grommets underneath etc. as per design and instructions. For further details, refer to the drawing No.F-08.

10.0. **Side table-S2 [5Nos]:**

Providing, fabricating & laying Side table of size **1200mm X 450mm X 750mm** ht. consisting of sliding shutters, shelves, etc. made out of 18mm thick marine ply and back in 8mm thick marine ply, t. w. beading, lipping, frame, 38mm thick border edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges. Complete with 12mm thick & edge polished float glass top of approved make including using hardware such as powder coated brass hinges, locks, handles, knobs, magnetic-latches, ball-rolling type of doors in a metal frame of approved type and make (for smooth running of doors), nylon suction cup
holders, rubber bushes/grommets underneath etc. as per design and instructions. For further details, refer to the drawing No.F-09.

11.0. **Foot rest-F1 [6Nos]:**

Providing /fabricating & laying Foot rest pedestal of size **600mm X 450mmX 150mm** height towards visitors side and 50 mm height in the rear, made out of 18mm thick approved marine ply t. w. beading/lipping finished in approved colour make and type 1.0mm thick Laminate externally & internally, also on edges, sides. Including 8mm thick synthetic carpet on top, complete with best quality floor protector rubber bushes/grommets underneath as per instructions & design. For further details, refer to the drawing No.F-010.

12.0. **Drawer Unit-DU [23 Nos. (6 Nos. plus 17 Nos.):]**

Providing/fabricating & laying Drawer units of two sizes, one with **450 mm X 750 mm depth X 675 mm ht.** (6 Nos.) and another with **450mm X 558 mm depth X 675 mm ht.** (17 Nos.), consisting of 4 nos. of drawers, made out of 18mm thick marine ply, t. w. beading, lipping, frame and 38 mm thick border. Back and bottom of drawers in 8mm thick marine ply, finished with approved make &colour, 1mm laminate externally & internally, including on top, sides back front and edges complete with using hardware such as powder coated m. s. (mild steel) telescopic drawer channels, oxidised brass handles, knobs, multi locking device, wheel castors etc. as per design and instructions. For further details, refer to the drawing No. F-011. It may be noted that the depth of 6 Nos. of Drawing Units have depth of 750mm and others have depth of 558 mm. To this extent, the drawing need to be modified.

13.0. **Staffs works station [3Nos]:**

Providing /fabricating & fixing Staff Work Station of size: **3300 mm X1275 mm X 750 mm** desk ht. consisting of

A. 68mm thick x 1200ht. solid partition having 50x50x3mm aluminium box section frame/ supports in both directions with 8mm thick marine ply with approved 1.0 mm laminate on both sides including on edges

B. 600mm wide desk top in 18mm thick marine ply with 38mm thick (2 layers of ply) border/edging finished with approved colour make and type 1.0mm thick Laminate on top bottom and edges.

C. 450 ht. Soft board panel with approved colour fabric finish including 100mm ht 12mm thick Laminate finish ply skirting for switch plates. Complete with using
necessary hard ware, PVC wire managers etc as per instructions & design. For further details, refer to the drawing No.F-013.

14.0. **Lower unit (Staff-secretaries area) [4 Nos]**:

Providing, fabricating & laying/ fixing Lower unit of size 3075 mm X 600 mm X 750 mm ht. consisting of openable shutters, shelves, etc. made out of 18mm thick marine ply and back in 8mm thick marine ply, t. w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges and complete with using hardware such as powder coated, oxidised brass hinges, locks, handles, knobs, magnetic-latches, best quality floor protector rubber bushes/grommets underneath etc. as per detailed design and instructions. For further details, refer to the drawing No. F-014/ F-015.

15.0. **Overhead unit (Staff-secretaries area)[4 Nos]**:

Providing, fabricating & laying/ fixing Overhead unit of size 3075mm X 375mm X 1275 mm ht. consisting of openable shutters, shelves, etc. made out of 18mm thick marine ply with t.w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges and complete with using hardware such as powder coated, oxidised brass hinges, locks, handles, knobs, magnetic-latches, etc. as per detailed design and instructions. For further details, refer to the drawing No. F-014/ F-015.

16.0. **Photocopy/Xerox unit (Staff-secretaries area) [1 No]**:

Providing, fabricating & laying photocopy unit of size 900mm X 600mm X 750mm ht. consisting of openable shutters, shelves, etc. made out of 18mm thick marine ply with and back in 8mm thick marine ply with, t. w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges and complete with using hardware such as powder coated, oxidised brass hinges, locks, handles, knobs, magnetic-latches, best quality floor protector rubber bushes/grommets underneath etc. as per detailed design and instructions. For further details, refer to the drawing No. F-016.

17.0. **Book case-A (Library/Conference room)[6Nos]**:

Providing, fabricating & laying Book case of size 1050mm X 400mm X 2100mm ht. consisting of partly glazed openable shutters with 75 mm wide
styles/rails, 8mm clear float glass of approved make, shelves, etc. made out of 18mm thick marine ply and back in 8mm thick marine ply, t.w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1 mm thick laminate externally & internally including on top, sides back front and edges and complete with using hardware such as powder coated, oxidised brass hinges, locks, 150 mm long handles, knobs, magnetic-latches, concealed tower bolts, best quality floor protector rubber bushes/grommets underneath etc. as per detailed design and instructions. For further details, refer to the drawing No. F-017/ F- 018.

18.0. **Book case-B [Library/Conference room][2Nos]**:

Providing, fabricating & laying Book case of size **1050mm X 600mm X 750mm** ht. consisting of openable shutters, shelves, etc. made out of 18mm thick marine ply and back in 8mm thick marine ply, t.w. beading, lipping, frame, 38mm thick border/edging, finished with approved make colour, type 1mm thick laminate externally & internally including on top, sides back front and edges and complete with using hardware such as powder coated, oxidised brass hinges, locks, 100 mm long handles, knobs, magnetic-latches, concealed tower bolts, best quality floor protector rubber bushes/grommets underneath etc. as per detailed design and instructions. For further details, refer to the drawing No. F-017/ F- 018.

19.0. **Conference table (Library/Conference room)[3No’s]**:

Providing /fabricating & laying Conference table of size: **1800mm X 1200mm X 750mm** ht., comprising of table top made out of 18mm thick approved marine ply, 38mm (2 layers of ply) border/edging finished in approved colour make and type 1.0mm thick laminate on top, bottom & on edges, Top to be fixed over 75 mm thick 2 nos. and 150 mm X 75 mm hollow horizontal bracing support below the top finished with approved 1.0mm thick laminate complete with using best quality floor protector rubber bushes/grommets underneath, PVC wire managers, making cut outs for wires/switches, fixing aluminium angle cleats etc. as per instructions& design. For further details, refer to the drawing No. F-019.

(Note: Cost to include charges for joining/assembling 3 tables together to form a large Conference Table on site)

20.0. **Judges Table (Court room) [1 No]**:

Providing /fabricating & fixing Judge’s table of size: **3300mm X 975mm X 750 mm** ht., made out of 18mm thick approved marine ply, teak wood beading/lipping finished in
approved 4.0mm thick teak veneer with melamine polish/ clear lamination on top, externally & internally 1.0mm thick approved matching laminate finish Including 900mm recessed apron, 38mm (2 layers of ply) border/edging along staff side. Table to have 150 mm ht. Teak wood railing consisting of 50 mm X 25 mm top and bottom rails and 38 mm diameter decorative balusters. The table also to have front fascia of size 3300 mm X 50 mm depth X 1050 mm ht. in 18 mm thick marine ply, consisting of decorative mouldings out of 50 mm X 50 mm t. w. section, 8mm thick marine ply raised central panel complete with finishing in approved teak veneer, melamine polish and clear lamination as per instructions & design. For further details, refer to the drawing No. F-020/ F-021.

21.0. Ledge (Work station area in record room)[2Nos]:

Providing, fabricating & fixing Ledge of size 1800mm X 400mm wide made out of 18mm thick approved marine ply, 38mm thick border/edging (2 layers of ply.), finished with approved make colour, 1mm thick laminate on top, bottom, sides and edges complete with fixing at 750 mm ht. to wall using hardware such as powder s. s. brackets as required etc. as per instructions & design. For further details, refer to the drawing No. F-013.


Part - IV

TERMS AND CONDITIONS

1. **Earnest Money Deposit:**

   The bidder shall pay an EMD of Rs.1,50,000/- (Rupees one Lakh & Fifty Thousand Only) through Demand Draft/ Banker’s cheque, fixed Deposit receipt or Bank Guarantee from any of the Scheduled Commercial Bank only, drawn in favour of “Secretary, Authority for Advance Rulings (IT), Mumbai, 1104, Pratishta Bhavan, M.K. Road, Churchgate, Mumbai-400020 on or before last date of bid submission, without which the technical bid is not complete and thus would be summarily rejected. No interest will be paid on EMD at the time of return.

2. **Performance Security Deposit:**

   The successful bidder will be required to provide a performance security deposit of Rs. 2, 75, 000/- (Rupees two Lakh & Seventy Five Thousand only) payable through Demand Draft/Banker’s cheque, Fixed Deposit receipt or Bank Guarantee from any of the Scheduled Commercial Banks only, drawn in favour of “Secretary, Authority for Advance Rulings (IT), Mumbai, 1104, Pratishta Bhavan, M.K. Road, Churchgate, Mumbai-400020, upon award of the contract. This Performance Security should remain valid for a period of one year beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Performance Security Deposit will be refunded only after the expiry of the warranty period, i.e., one year from the execution of the contract. This deposit is liable to be forfeited if during the period of contract the goods and or services of the contract are found to be unsatisfactory in any respect, and/ or if any of the conditions of the contract is contravened/breached, and/or toward any damage caused due to negligence of the contractor or his employees. The EMD shall be returned to the successful bidder only after receipt of performance security and the same will not carry any interest.

3. The prospective bidders are requested to go through the Terms and conditions of the contract carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure I & II respectively. The rates quoted in the Bid should be inclusive of all charges such as labour, transportation, storage etc. but exclusive of applicable taxes. Taxes, as applicable should be reflected separately
in the bills. Any disclosure of financial bid in the technical bid documents will lead to summary rejection of the bid. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids and those without documentary proof will not be considered.

4. The Authority reserves the right to accept or reject any or part of the goods found inferior in quality of workmanship or/and the quality of materials/goods.

5. Subletting of Work: The successful contractor shall not assign or sublet the work or any part of it to any other person or party.

6. The concerns with sole/single proprietorship are also eligible for participation in the tender, subject to fulfilment of other conditions.

7. Place of making of goods: The goods can be made at workshop of the successful bidder if located within the Municipal limits of Mumbai. The successful contractor, with the permission of the Authority, may use the office premise @ 5th floor, Hoechst House, NCPA Marg, Nariman Point, Mumbai if found feasible and practical for assembling purposes. The successful contractor has to use the materials as specified in definitions and Part-III of this tender and allow inspection of the same by the Authority while starting of work/during the course of their making. The contractor shall maintain complete transparency in the matter.

8. Time frame for Delivery of goods & Penalty for delayed supply: The goods shall be delivered within 4 weeks from the date of awarding the contract. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered within the stipulated time, a penalty of 1% of the unsupplied order value per day shall be imposed.

9. The furniture items etc. supplied by the contractor should be of best quality as specified in the tender and a strict view will be taken if it is found defective at any stage during or after the delivery.

10. In case the contractor fails to cope with the workload or does not supply quality goods or dishonours the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reason thereof and the performance security deposit and payment due to the firm, if an, shall also be forfeited. The Authority is free to entrust the job to any other
contractor at the risk and expenses of the defaulting contractor. In this connection, decision of the Authority shall be final and binding on the contractor.

11. It will be the responsibility of the contractor to obtain delivery reports from the officer/section/unit concerned in which the items are delivered. In the absence of delivery reports, no payments will be released.

12. The price quoted by the contractor at the time of submission of tender should remain valid for 6 months from the date of opening of financial bid and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.

13. The contractor shall be responsible for payment of wages / settlement of dues with workers engaged by the firm as per prevailing labour/ wage laws in force in Maharashtra and the Authority shall not be a party to any dispute between the contractor and workers.

14. The prospective bidders are free to seek any clarification emanating out of the tender. The Infrastructure Committee, AAR (IT) may be contacted with prior appointment on any working day. They may also use the opportunity of pre-bid meeting for clarifying their doubts. However, no query would be entertained during the last five days before the opening of the tender.

15. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender latter. The Authority reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.

16. The bills in triplicate, for the goods & services provided shall be prepared on the basis of rates quoted in the Financial Bid in favour of “The Secretary, Authority for Advance Rulings (IT), Mumbai for effecting payment together with the copies of job works carried out duly signed by user officer/sections. The payment will be released through PFMS/ECS System only.

17. The job carried out shall be to the satisfaction of the Authority else no payment will be made. Further, depending upon the severity of negligence, this Authority reserves the right to blacklist the agency for a suitable period or from further
participation in any of this Authority’s contract. The decision of the competent authority of the Authority shall be final and binding on the contractor firm/agency.

18. The contractor has to fulfil all the conditions specified in the tender. If any violations are found, the contract will be terminated forthwith without any further notice.

19. Right to Call upon Information Regarding Status of work: The Authority shall have the right to call upon information regarding status of work at any point of time and verify the material used in making the furniture. If it is found at any stage during the currency of the contract that the contractor has used materials other than those specified/approved, the contractor agency will be blacklisted, besides forfeiting the EMD/Performance Guarantee as the case may be.

20. Tolerance Clause: The Authority reserves the right to place the orders on the successful bidder for any additional quantity at the same rates quoted by the bidder. The bidders are bound to accept the orders for additional quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract. If different rates for specific items of stores or slab rates are quoted, the bidder shall apply the additional quantity in respect of each specific item and each slab at the respective rates quoted by the firm for these items at these slabs. The withdrawal of any slab rates after opening of tender will render entire tender invalid and invite action which may result banning of business dealing with firms/suppliers including in such practices, besides forfeiture of the Earnest Money/Performance Security Deposits.

21. Site visit: The prospective bidders if necessary and successful contractor will be allowed to visit the premise at 5th floor, Hoechst House, NCPA Marg, Nariman Point, Mumbai-400 021 for optimal planning and execution of the contract. But, no person shall visit the premise without the approval of the Authority.

22. If the specification/s given in the scope of work (Part-III) is/are differing with the drawings given, the contractor shall contact the Authority for clarifications during the pre-bid meeting or before.

23. The minimum warranty period for the goods provided shall not be less than 12 months.


Part - V

ELIGIBILITY CRITERIA

The Contractor must fulfil the following conditions before bidding:

1. Average turnover for the latest three financial years in manufacturing/supply of furniture & service of the same shall not be less than Rs. 75,00,000/-.

2. Experience of at least five years in manufacturing/supply of furniture & service of the same (A certificate of establishment and commencement of the services to be submitted to this effect).

3. The contractor must have supplied furniture & service of the same, to at least one Government Department/ Public Sector Undertaking or Autonomous body of Central /State Government, during the last five years and not blacklisted by any Department of any Government/ Local Authority, PSU or any other organization. (Undertaking on stamp paper of Rs.100/- need to be attached to this effect).
**Part- VI**

**Bidding Process Details**

1. **BIDDING SCHEDULE**

1.1. The following table provides information regarding the important dates of the bid process:

<table>
<thead>
<tr>
<th></th>
<th>Tender Inviting Authority</th>
<th>The President of India, acting through the Secretary, Authority for Advance Rulings (Income Tax), Mumbai</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Job Requirement</td>
<td>Supply of furniture at 5th floor, Hoechst House, NCPA Marg, Nariman Point, Mumbai-400 021</td>
</tr>
<tr>
<td>3</td>
<td>Publication of the Notice inviting bids in newspaper</td>
<td>02.01.2018</td>
</tr>
<tr>
<td>4</td>
<td>Last date for receiving queries / clarifications</td>
<td>08.01.2018; 5.00 PM</td>
</tr>
<tr>
<td>5</td>
<td>Pre-bid meeting</td>
<td>11.01.2018; 3.00 PM</td>
</tr>
<tr>
<td>6</td>
<td>Last date and place of submission of Bids</td>
<td>On or before 3.00 PM on 23.01.2018 at Room No. 1104, 11th Floor, Pratishta Bhavan, M.K. Road, Mumbai-400020</td>
</tr>
<tr>
<td>7</td>
<td>Bid Security /Earnest Money Deposit Amount Payable</td>
<td>Rs.1, 50, 000/- (One lakh and Fifty Thousand only)</td>
</tr>
<tr>
<td>8</td>
<td>Opening of Technical bids</td>
<td>23.01.2018; 3.30 PM</td>
</tr>
<tr>
<td>9</td>
<td>Date for the opening of Financial Bid for technically qualified bidders</td>
<td>The date of opening of Financial Bid shall be intimated to the technically qualified contractors later.</td>
</tr>
</tbody>
</table>
1.2. The Invitation to Bid documents can be obtained in person from the office of the Secretary, Authority for Advance Rulings (IT), Room No. 1102, 11th Floor, Pratistha Bhavan, Churchgate, Mumbai from 10.30 hrs to 17.00 hrs on all working days.

1.3. The contact person of the Authority is as under:

<table>
<thead>
<tr>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addl. Commissioner of Income Tax, Authority for Advance Rulings (IT)</td>
</tr>
<tr>
<td>Room No. 1104, 11th Floor, Pratistha Bhavan, Churchgate, Mumbai-400020</td>
</tr>
<tr>
<td>Tel No. : 022-22059135</td>
</tr>
<tr>
<td>Email: <a href="mailto:aaritmumbai@gmail.com">aaritmumbai@gmail.com</a></td>
</tr>
</tbody>
</table>

2. PREPARATION OF THE BID DOCUMENTS

2.1. Selection of successful contractor shall involve a five (5) stage approach before awarding contract of supply of furniture. The approach follows the Indian Government’s Central Vigilance Commission (CVC) guidelines.

<table>
<thead>
<tr>
<th>Stage-1</th>
<th>Stage-II</th>
<th>Stage-III</th>
<th>Stage-IV</th>
<th>Stage-V</th>
</tr>
</thead>
</table>

2.2. Bid will consist of two parts i.e. Technical Bid and Financial Bid

2.3. Bid will be submitted in 4 envelopes:

a) **Envelope 1**: An Interest-free Earnest Money Deposit (EMD) of Rs.1,50,000/- in the form of a Demand Draft/Banker’s cheque, Fixed Deposit receipt or Bank Guarantee issued by any Scheduled Commercial Bank. The envelope should be superscribed as “**EMD for supply of furniture at Authority office at 5th floor of Hoechst House, Nariman point, Mumbai**”. The name of the bidder, address and his contact number must be written on the envelope.

b) **Envelope 2**: Technical bid, duly completed in all respects and signed, be put into this envelope and sealed. This envelope should be superscribed as “**Technical Bid for supply of furniture at Authority office at 5th floor of**”
Hoechst House, Nariman point, Mumbai”. The name of the bidder, address and his contact number must be written on the envelope. The Technical Bid shall be prepared as per paragraph number 4 of this section and as prescribed Annexure-I.

c) **Envelope 3**: Fully completed and signed Financial bid (Annexure-II) be put into Envelope No.3 and sealed. This envelope should contain Financial Bid only and it should be superscribed as ‘Financial Bid for supply of furniture at Authority office at 5th floor of Hoechst House, Nariman point, Mumbai”. The name of the bidder, address and contact number must be written on the envelope.

d) **Envelope 4**: Containing Envelope 1, 2 & 3 and duly superscribed “Tenders for supply of furniture at Authority office at 5th floor of Hoechst premise, Nariman point, Mumbai” and addressed to “The Secretary, Authority for Advance Rulings (IT), Mumbai. The name of the bidder, address and contact number must be written on the envelope.

2.4. If the outer and inner envelopes are not sealed and marked as required, the Infrastructure Committee shall assume no responsibility for the bid’s misplacement or premature opening.

2.5. The bids which are not submitted in separate covers as prescribed above are liable to be rejected. If for any reason, it is found that the Technical bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed. “Technical Bid”, the Bid document will be summarily rejected.

2.6. Bids, which are not superscribed, may not be considered.

3. **BID SECURITY / EMD:**

3.1. A Bid security of Rs.1,50,000/- must be submitted with the Bid (Envelope No. 1) in the form of a Demand Draft/Banker’s cheque, Fixed Deposit receipt or Bank Guarantee issued by any Scheduled Commercial Bank in favour of “Secretary, Authority for Advance Rulings (IT), Mumbai and shall be valid for 30 days beyond the validity of the Bid.

3.2. The bid security of all unsuccessful bidders would be returned by the Authority within 30 days from the date of opening of financial bid. The bid security of successful bidder would be returned upon submission of Performance Guarantee (Refer to part-2 of this document, definition for performance guaranty).

3.3. Bids submitted without bid security, mentioned above, will be liable for rejection without providing any opportunity to the bidder concerned.
3.4. The EMD would be forfeited under the following circumstances:

3.4.1. If a Bidder withdraws the bid or increases the quoted prices during the period of bid validity or its extended period, if any; or

3.4.2. In the case of a successful bidder, if the Bidder fails to sign the contract within a reasonable time.

3.4.3. During the bid evaluation process, if any information is found wrong / manipulated / hidden in the bid.

3.4.4. In the case of successful bidder, if the bidder has got blacklisted by any Central Government Ministry/ Department or any Central Public-Sector Unit during the interim period from submission of bid to signing of contract.

4. Technical Bid

1. The contractor shall submit Technical Bid as per Annexure-I.

2. The contractor shall submit certified copies of the Certificates / registrations mentioned in the column 6-12 of Annexure-I.

3. The contractor shall submit the evidence/proof for payment of all applicable statutory dues and filing of respective returns as applicable such as GST, PT, TDS,. as per the last respective due dates as on the last date for submission of bid. If the contractor is not liable for payment of the any of the dues mentioned above, the same requires to be stated in the tender.

4. The contractor shall submit the copies of returns of income with all complete accounts/schedules and Audit and/or Tax Audit reports for the latest three years, viz., Financial Years, 2014-15, 2015-16 and 2016-17.

5. Non-submission of the any of the details/documents and any non-compliance to any of the statutes, including the payment of dues, mentioned above would make the bid automatically invalid and such bids would be summarily rejected.

6. Every paper of the tender should be signed by the contractor and properly affixing the seal of Agency/Firm/Company.

7. In case any person signing the tender/agreement on behalf of Limited Company or Firm, he/she will enclose letter of authority/resolution passed by-the company/firm empowering him/her to sign the tender/agreement/contract on behalf of the company or firm.
5. Financial Bid

1. The Financial Bid is required to be submitted in format as prescribed in Annexure-'II’ to this Invitation to Bid.
2. The contractors are required to submit the quotes in respect of consolidated items mentioned in the Financial Bid (Annexure-II).
3. Initially, only the technical bid will be opened. The Financial bid will be opened, only if, the applicant contractor is selected in the technical bid.
4. The rates quoted by the contractor shall be exclusive of taxes like GST and associated cess etc.
5. The offer is valid for a period of 6 months from date of opening of financial bid. During the validity period of the offer the bidder will irrevocably undertake not to withdraw / modify the offer in terms of the price and other terms and conditions. The bidder would submit irrevocable undertaking of the offer as per Annexure ‘III’.
6. The contract will be awarded to the contractor who has quoted the lowest rates for work mentioned above.

6. COMPLETENESS OF RESPONSE

1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the Invitation to Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.
2. The Authority seeks a specific proposal responsive to this Invitation to Bid in every respect and detail, rather than a mere compilation of materials and promotional information used in other transactions. Authority will be appreciative of the quality and responsiveness of the proposal.
3. Failure to furnish all information required by the Invitation to Bid documents or submission of a proposal not substantially responsive to the Invitation to Bid documents will be at the Bidder’s risk and may result in rejection of its Proposal.
4. Notwithstanding anything contained in this Invitation to Bid, Infrastructure Committee reserves the right to accept or reject any Proposal and to annul the selection process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
5. Without prejudice to the generality of above clause, Infrastructure Committee reserves the right to reject any Proposal if:
   i. At any time, any material mis-representation is made or discovered; or
   ii. The Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Infrastructure Committee for evaluation of the Proposal.
   iii. Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the bidder quoting the lowest quote gets disqualified / rejected, then Infrastructure Committee reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of Infrastructure Committee, including annulment of the selection process.

6. All columns in the tender document must be duly filled and no column should be left blank. “Nil” or “Not Applicable” should be marked where there is nothing to report. All the pages of the tender documents should be signed by the contractor/authorized signatory of the contractor.

7. In case the space in the tender document is found insufficient, the bidders may use separate sheets to provide full information.

8. There should not be any deviation in the terms & conditions as have been stipulated in the tender document. However, in the event of imposition of any other condition, which may lead to deviation with respect of the terms & conditions as mentioned in the tender document, the bidder is required to attach a separate sheet marking “list of deviations”. Bidders are advised to bring this in the notice of Infrastructure Committee during pre-bid meeting.

9. The original and all copies of the bid shall be typed or written in indelible ink and signed by the Bidder or a person duly authorized to bind the Bidder to the contract. A letter of authorization shall be supported by a written power-of-attorney accompanying the bid. All pages of the bid, except for un-amended printed literature, shall be initialled and stamped by the person or persons signing the bid.

10. All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers. All the bid documents should be spiral binding/hard binding.

11. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.
12. Quotation received after due date, those received without separate sealed cover and rates not quoted in specified proforma will not be accepted.

13. The tender is not transferable.

7. PRE-BID CONFERENCE

1. The Infrastructure Committee will hold a Pre-Bid meeting, scheduled as per bidding schedule given above where the intended bidders can have detailed dialogue regarding the tender, procedure for filling-in the Technical Bid, financial Bid or any other matter/clarifications concerning the tender.

2. Pre-Bid meeting will also provide an opportunity to seek clarifications regarding any aspect of the Invitation to Bid. Request for clarifications shall be sent by them through email not later than one day before the pre-bid conference. All the requests shall be addressed to the contact person at email-id: aaritmumbai@gmail.com

3. All queries relating to the Bid, technical or otherwise, must be in writing only to the designated contact person. The Infrastructure Committee will not answer any communication initiated by prospective bidders later than three business days prior to the due date of opening of the bids. If the Infrastructure Committee, in its absolute discretion, deems that the bidding process will gain an advantage by a response to a question, then Infrastructure Committee reserves the right to communicate such response to all prospective bidders.

8. SUPPLEMENTARY INFORMATION TO THE INVITATION TO BID / CORRIGENDUM / AMENDMENTS

If Authority deems it appropriate to revise any part of this Invitation to Bid or to issue additional information to clarify an interpretation of the provisions of this Invitation to Bid, it may issue corrigendum /supplements/ clarifications to this Invitation to Bid. Such corrigendum / supplementary information will be communicated on its official website www.aar.gov.in. Any such corrigendum / supplement shall be deemed to be incorporated by this reference into this Invitation to Bid. Any other document released by Authority, is for information purposes only and will not be considered as the part of Invitation to Bid or its related corrigendum.

9. VENUE AND DEADLINE FOR SUBMISSION OF BID

1. The contractor shall drop their bids in separate sealed envelopes, in the tender box kept in the O/o Secretary, Authority for Advance Rulings (IT), Room No. 1104,
11th Floor, Pratistha Bhavan, Churchgate, Mumbai on or before 23.01.2018, 03:00 P.M. No acknowledgement, in respect of receipt of any bid, shall be issued.

2. Infrastructure Committee may at its discretion, extend the deadline for submission of bids by issuing an addendum and publishing it on its official website www.aar.gov.in in which case all rights and obligations of Authority and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

10. LATE BIDS

1. Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained.

2. Tenders by “Telex/Telegram/Fax/E-mail” will not be accepted. Tenders may be submitted by Registered Post, by hand in person or by courier. However, any delay on this account shall not be accepted as reason for exception.

3. Acknowledgement will be given to the Department of Post only for the bids sent by the Speed Post or Registered Post.

4. Authority takes no responsibility for any bids not reaching in time or not reaching at all.

5. Authority takes no responsibility for the bids received in torn, opened or mutilated conditions. Such bids will not be accepted at all.

11. BID VALIDITY

The bid/ offer shall remain valid for a period of 6 months from the date of opening of financial bid. During the validity period of the offer, the bidder will not withdraw / modify the offer in terms of price and other terms and conditions quoted in the bid. In this regard, the undertaking is to be submitted by the bidder along with the Technical Bid as per the prescribed format (Annexure-III).

12. OPENING OF TECHNICAL AND FINANCIAL BID& EVALUATION OF THE TENDER:

1. The Technical Bids will be opened on 23.01.2018 at 3.30 PM in the office of the Secretary, AAR (IT), 11th Floor, 1104, Pratishta Bhavan, Church gate, Mumbai, in presence of the bidders interested to be present. All the bidders are advised in their own interest to be present at the specified date and time. No separate intimation will be given in this regard. Not more than two representatives, including the contractor/Managing Director/Managing Partner as the case may be, from each bid filed shall be entertained. The representative has to furnish an
authorization letter from the bidder on their letter head for participating in the Technical Bid opening.

2. The Financial Bid shall be opened at a later date after the detailed evaluation of Technical Bid. The date of opening of Financial Bid shall be intimated to the technically qualified bidders only.

3. In case two or more bidders quote identical rates, the work shall be awarded to the bidder who had offered higher warranty period. It is to be noted that the minimum warranty period shall not be less than 12 months.

4. Authority does not bind itself to accept the lowest bid.

5. The decision of Infrastructure Committee shall be final with regard to technical and financial bids.

6. In case of any dispute, the settlement will be made in the appropriate Courts of Mumbai.

(B. YADAGIRI, IRS.,)
Addl. Commissioner of Income-tax,
Authority for Advance Rulings (IT), Mumbai.
Tel: 022 22044874
Annexure-I

TECHNICAL BID

TECHNICAL BID FOR SUPPLY OF FURNITURE AT AUTHORITY OFFICE AT 5TH FLOOR OF HOECHST HOUSE, NARIMAN POINT, MUMBAI

(On the letter head of the concern submitting the bid)

To

The Secretary,
Authority for Advance Rulings (IT),
11th floor, 1102, Pratishta Bhavan,
Churchgate, M.K. Road,
Mumbai–400020

Ref: Your invitation to bid in F. No. 09/AAR (IT)/MUM/Furniture/2017-18 Dated: 02.01.2018

*****

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Contractor</td>
</tr>
<tr>
<td>2.</td>
<td>Complete address of the Registered Office</td>
</tr>
<tr>
<td>3.</td>
<td>Phone No., Fax No. &amp; Email id</td>
</tr>
</tbody>
</table>
| 4.     | Date of incorporation  
(enclose the copy of certificate of incorporation) |
| 5.     | Name, designation and contact details of the key contact person |
| 6.     | Permanent Account Number  
(enclose document) |
<p>| 7.     | Corporate Registration Number if contractor is a company |</p>
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Whether contractor is registered under GST (enclose supporting document/s)</td>
<td>YES/NO</td>
</tr>
<tr>
<td>9.</td>
<td>Whether contractor has TAN No (enclose supporting document/s)</td>
<td>YES/NO</td>
</tr>
<tr>
<td>10.</td>
<td>Whether Income Tax Returns have been filed for last three financial years ending 31.03.2017 (If yes, enclose documents)</td>
<td>YES/NO</td>
</tr>
<tr>
<td>11.</td>
<td>Whether the contractor has been engaged in manufacturing &amp; supply of furniture &amp; service of the same for the past 5 years as on 31st March 2017 (enclose supporting document/s)</td>
<td>YES/NO</td>
</tr>
<tr>
<td>12.</td>
<td>Whether average turnover of the contractor from the manufacturing &amp; supply of furniture &amp; service of the same in last three financial years ending on 31.03.2017 was not less than Rs.75 lakh? (submit the copies of Profit and Loss account and Balance Sheet for last three years certified by Chartered Accountant)</td>
<td>YES/NO</td>
</tr>
<tr>
<td>13.</td>
<td>Whether Bidder has its own Workshop facility under BMC limits and if so its location. (Copy of the documents should be enclosed)</td>
<td>YES/NO</td>
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<td>14.</td>
<td>Whether EMD of prescribed amount is</td>
<td>YES/NO</td>
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<tr>
<td><strong>15.</strong> Whether certificate stating that the firm has not been black listed from any Govt./Ministry/PSU Organization during in the last three years is submitted?</td>
<td>YES/NO</td>
<td></td>
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<tr>
<td>(Affidavit in Rs.100/- stamp paper shall be submitted as per Annexure-III)</td>
<td></td>
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<tr>
<td><strong>16.</strong> Whether each page of Tender Document and its Annexure, have been signed stamped and enclosed</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td><strong>17.</strong> Whether ready to supply the material within the period given by the Authority</td>
<td>YES/NO</td>
<td></td>
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<tr>
<td><strong>18.</strong> Period of warranty offered in months</td>
<td></td>
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</tbody>
</table>

Note: In case the answer of any of the questions under 8-17 is “NO”, or has not filed the documents requisitioned in the proforma, the Technical Bid shall be rejected.

**Undertaking**

*I/We hereby certify that the information furnished above is complete, take and correct manual and correct to the best of my/our knowledge and belief. I/We understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.*

I/We hereby agree to abide by all the terms & conditions of the tender document.

Name of the Organisation: .............

Name, Designation and Signature of the Authorized Signatory of the Firm/Company

Place: .............

Date: ............. (With Seal of the Agency affixed)
FINANCIAL BID

FINANCIAL BID FOR SUPPLY OF FURNITURE AT AUTHORITY PREMISE AT 5TH FLOOR OF HOECHST HOUSE, NARIMAN POINT, MUMBAI

(On the letter head of the concern submitting the bid)

To
The Secretary,
Authority for Advance Rulings (IT),
11th floor, 1102, Pratishta Bhavan,
Church gate, M.K. Road, Mumbai–400020

Ref: Your invitation to bid in F. No. 09/AAR (IT)/MUM/Furniture/2017-18 Dated: 02.01.2018

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<thead>
<tr>
<th>Sl. No</th>
<th>Name of the furniture item</th>
<th>Specifications</th>
<th>Rate per unit (excluding taxes)</th>
<th>Tentative Number of units required</th>
<th>Total amount in figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Table-T1</td>
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<td>Executive Table-T2.</td>
<td>As specified in Para 2.0 in Part-III of this tender &amp; drawing No. F-02.</td>
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<tr>
<td>3</td>
<td>Staff or secretaries Table-T3</td>
<td>As specified in Para 3.0 in Part-III of this tender &amp; drawing No. F-03.</td>
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<td>04</td>
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<tr>
<td>4</td>
<td>Small table for staff in the Court room-T4</td>
<td>As specified in Para 4.0 in Part-III of this tender &amp; drawing No. F-04.</td>
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<tr>
<td>5</td>
<td>Small table for officers &amp; staff in the Court room-T5</td>
<td>As specified in Para 5.0 in Part-III of this tender &amp;</td>
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<td>02</td>
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<td>Rear unit-RS1</td>
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<td>Rear unit-RS2</td>
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<td>Rear unit-RS3</td>
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<td>Side Table-S1</td>
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<td>Foot rest-F1</td>
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<td>Drawer Unit-DU</td>
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<td>Staff Work Station</td>
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<td></td>
<td>Lower unit (Staff secretaries area)</td>
<td>As specified in Para 14 in Part-III of this tender &amp; drawing No. F-014 &amp; F-015.</td>
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<td>14.</td>
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<td></td>
<td>Description</td>
<td>Specification</td>
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<td>15.</td>
<td>Over-head unit (Staff secretaries’ area)</td>
<td>As specified in Para 15 in Part-III of this tender &amp; drawing No. F-014 &amp; F-015.</td>
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<td>16.</td>
<td>Photocopy/Xerox unit (Staff-secretaries area)</td>
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<td>17.</td>
<td>Book –case-A (Library/Conference room)</td>
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<td>18.</td>
<td>Book –case-B (Library/Conference room)</td>
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<td>19.</td>
<td>Conference Table (Library/conference room)</td>
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<td>20.</td>
<td>Judges Table (Court room)</td>
<td>As specified in Para 20 in Part-III of this tender &amp; drawing No. F-020 &amp; F-021.</td>
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<td>21.</td>
<td>Ledge in the Work station area</td>
<td>As specified in Para 21 in Part-III of this tender &amp; drawing No. F-013.</td>
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</tbody>
</table>

**Undertaking**

I/We,............................................. certify that I/We have understood that consolidated quote will be considered by the Infrastructure Committee for awarding the contract. Further, I/We undertake to supply the furniture as specified in the Annexure-II and get approval of the Authority for the specified items as per the tender. I/We undertake to use the same materials specified by the Authority and allow the inspection of the same by any officer of the Authority or authorised person on behalf of the Authority. I/We
understand that any deviation to these conditions would lead to cancellation of work and forfeiture of EMD and also black listing our firm/company.

I/We, ....................................................................................................... understand that if, the required information is not provided or documents submitted are found to be incomplete or inadequate, offer will not be considered further by your office. All desired information has been provided in the proforma suggested above and in the same order as above.

Name & Signature of the

Place: Authorised Signatory of the Firm/Company

Date: (With Seal of the Agency affixed)

Note: The Contractor should take care that the rate and amount are written in (figure & word). In case of ambiguity, the rate quoted in figures shall be taken as the correct one. The number of units given above is only tentative figure and may vary based on the exigencies.
Annexure-III

(On stamp paper of Rs.500/- and duly notarized)

IRREVOCABLE UNDERTAKING

To
The Secretary,
Authority for Advance Rulings (IT),
11th floor, 1102, Pratishta Bhavan,
Churchgate, M.K. Road,
Mumbai–400020

Ref: Your invitation to bid in F. No. 09/AAR (IT)/MUM/Furniture/2017-18 Dated: 02.01.2018

*****

Pursuant to your advertisement on Authority’s website www.aar.gov.in dated...........for supply of furniture at 5th floor, Hoechst House, Nariman Point, Mumbai, I/we submit my/our offer. The offer is valid for a period of 6 months from date of opening of financial bid. I/We, in consideration of you agreeing to the process and consider our proposal, irrevocably undertake that during the currency of my/our bid, I/we will not withdraw or modify the offer in terms of the price quoted or in terms of other terms and conditions on which the offer is made. As the Authority has invested good amount of money and time for processing my/our proposal, in the event of my/our committing default of this undertaking, or for any reason whatsoever, I/We hereby further undertake to pay the Department liquidated damages equivalent to the Earnest Money Deposit (EMD)/Performance Guarantee or both as the case may be.

This undertaking is executed on this _____ day of _____________ 2018.

Signature ________________

Name _________________

Address ________________

NOTARY SEAL & SIGN
PLAN - TABLE - T4 (DRG.NO. F-04)
COURT ROOM
SIDE ELEVATION

FRONT ELEVATION

SECTION

1 MM TH. LAMINATE FINISH EXTERNALLY & INTERNALLY OVER 18 MM PLY

18 MM TH. PLY

525
1350
750
75
75
525
100
38
38
PLAN - TABLE - T5 (DRG.NO. F-05)
COURT ROOM

SIDE ELEVATION

FRONT ELEVATION

SECTION

1 MM TH. LAMINATE FINISH EXTERNALLY & INTERNALLY OVER 16 MM PLY

18 MM TH. PLY

762

38

100

600

38

75

750

600

600

1650
PLAN - TABLE - T3 (DRG.NO. F-03)

SIDE ELEVATION

FRONT ELEVATION

SECTION

1 MM TH. LAMINATE FINISH EXTERNALLY & INTERNALLY OVER 18 MM PLY

18 MM TH. PLY