



GOVERNMENT OF INDIA, MINISTRY OF FINANCE  
INCOME TAX DEPARTMENT  
OFFICE OF THE JOINT DIRECTOR OF INCOME TAX (INVESTIGATION),  
HUBBALLI

**TENDER FOR SUPPLY & INSTALLATION OF GODREJ  
MECHANICAL SAFE LOCKER**



TENDER NO. 32(1)/Infra./JDIT (INV.)/HBL/2019-20

DATED: 22.06.2019



भारत सरकार  
GOVERNMENT OF INDIA  
आयकर विभाग  
INCOME TAX DEPARTMENT

संयुक्त आयकर निदेशक (अण्वेषण) का कार्यालय  
OFFICE OF THE JOINT DIRECTOR OF INCOME TAX  
(INVESTIGATION)

पहला तल, केन्द्रीय राजस्व भवन (उप भवन), नवनगर, हुबल्ली - 580 025  
Central Revenue Building, Navanagar, Hubballi - 580 025.  
टेली / Telephone : 0836-2322896, फ़ैक्स / Fax : 0836-2322897

F.No. 32(1)/Infra./JDIT (Inv.)/HBL/2019-20

Date: 22.06.2019

**TENDER FOR PURCHASE OF GODREJ MECHANICAL SAFE LOCKER**

TENDER NO. 32(1)/INFRA./JDIT(INV.)/HBL/2019-20

DATED: 22.06.2019

**BID DOCUMENTS**

**Description of Index**

Index	Description	Page No.
	Tender Notice	1-2
	Critical dates & Information details of the tender	03
Chapter - 1	Instructions to Bidders and General Terms & Conditions	04 - 06
Chapter - 2	Minimum Eligibility Criteria	07
Chapter - 3	Other Standard Forms - Declaration about fraud and corrupt practices	08
Chapter - 4	Technical Bid - Technical Specifications	09 - 10
Chapter - 5	Vendor Information Form	11 - 12
Chapter - 6	Financial Bid - Price Schedule (to be utilized by the bidders for quoting their prices).	13 - 14



-Sd-

संयुक्त आयकर निदेशक (अण्वेषण), हुबल्ली  
Joint Director of Income Tax (Inv.), Hubballi



भारत सरकार  
GOVERNMENT OF INDIA  
आयकर विभाग  
INCOME TAX DEPARTMENT

संयुक्त आयकर निदेशक (अन्वेषण) का कार्यालय  
OFFICE OF THE JOINT DIRECTOR OF INCOME TAX  
(INVESTIGATION)

पहला तल, केन्द्रीय राजस्व भवन (उप भवन), नवनगर, हुबल्ली - 580 025  
Central Revenue Building, Navanagar, Hubballi - 580 025.  
टेली / Telephone : 0836-2322896 , फ़ैक्स / Fax : 0836-2322897

F.No. 32(1)/Infra./JDIT (Inv.)/HBL/2019-20

Date: 22.06.2019

**Tender For Supply & Installation of Godrej Mechanical Safe Locker**

The Joint Director of Income Tax (Inv.), Hubballi, invites tender from the reputed and registered agencies engaged in the business of supply & installation of Godrej Mechanical Safe Locker for the use of office of the Joint Director of Income Tax, (Inv.), Hubballi. As per below:

Sl. No.	Name of the Item	Qty.	Specifications.
1.	Godrej Mechanical Safe Lockers	07 No's.	Detailed technical specifications and compliance sheets are attached in <b><u>Chapter-04</u></b>

2. The interested agencies/parties are requested to obtain the Tender Form, Terms & Conditions from Office of the Joint Director of Income Tax (Inv.), 1<sup>st</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi from 24.06.2019 to 03.07.2019 on any working day between 10.00 AM and 05.00 PM or download the same from the website of Central Public Procurement Portal (e-Publishing), Government of India at [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) and Income Tax Department, Bengaluru website at [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org)

3. The duly sealed tender form must accompany tender processing fees of **Rs. 575/-** (Non Refundable) and Earnest Money Deposit of **Rs. 20,000/-** (Refundable) by Demand Draft of SBI or any Nationalized bank, drawn in favour of **Zonal Account Officer (CBDT), Hubballi, Payable at Hubballi.**

4. The duly sealed tender form must reach the office of the undersigned, latest by 5:00 PM on **05-07-2019** either by post or by hand. The bids for tender shall be opened on **08-07-2019 (Monday)** at 04.00 p.m. in the office of the Joint Director of Income Tax (Investigation), 1<sup>st</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi.

5. The technical bids are to be opened by the tender committee members at the first instance and evaluated by the tender committee and the bidders who do not fulfil all the terms and conditions prescribed in technical bids are liable to be rejected at that stage only and their

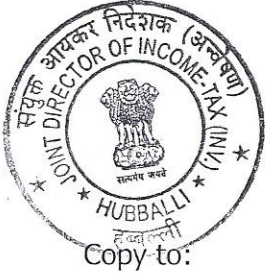


application shall not be considered. At the second stage financial bids of only these technically accepted bids should be opened and ranking like L1, L2, L3, L4, L5 etc., of the financial bids will be made by the tender committee for those whose technical bids are accepted before awarding the contract.

6. All bidders are requested to kindly go through the Instructions, Condition for supply of goods, Specification Technical details, Price Schedule to be quoted in financial bid form and other standard form prescribed, from chapter - 01 to chapter - 06 appended below with this tender notice.

7. In case the Tender Committee does not get suitable quotes, then it shall be free to invite others/ local vendors considering the essential nature of requirement within the overall financial limits prescribed by the Competent Authority.

8. The Joint Director of Income Tax (Inv.), Hubballi reserves the right to accept or reject any Tender and the decision of the Tender Inviting authority/Officer is final and binding.



Copy to:

1. The Public Relation Officer, O/o Pr. CCIT, C. R. Building, Queen's Road, Bengaluru with a request to upload the above notice and the tender documents (enclosed herewith ) in the departmental website by 24.06.2019
2. The Pr. Director of Income Tax (Inv.), Panaji with a request to upload the above tender notice on office notice board.
3. The Income Tax Officer (HQ)-01, O/o Pr. CIT, Hubballi with a request to upload the above tender notice on office notice board.
4. The file.

(बिपिन सी. एन.) **BIPIN C.N.**  
संयुक्त आयकर निदेशक (अन्वेषण), हबबल्ली  
Joint Director of Income Tax (Inv.), Hubballi



भारत सरकार  
GOVERNMENT OF INDIA  
आयकर विभाग  
INCOME TAX DEPARTMENT

संयुक्त आयकर निदेशक (अन्वेषण) का कार्यालय  
OFFICE OF THE JOINT DIRECTOR OF INCOME TAX  
(INVESTIGATION)

पहला तल, केन्द्रीय राजस्व भवन (उप भवन), नवनगर, हुबल्ली - 580 025  
Central Revenue Building, Navanagar, Hubballi - 580 025.  
टेली / Telephone : 0836-2322896 , फ़ैक्स / Fax : 0836-2322897

F.No. 32(1)/Infra./JDIT (Inv.)/HBL/2019-20

Date: 22.06.2019

**IMPORTANT DATES AND INFORMATION**  
**DOMESTIC COMPETITIVE BIDDING**

(Through Tender)

TENDER NO. 32(1)/Infra./JDIT (INV.)/HBL/2019-20

Date: 22.06.2019

Name of the Work	Tender For Supply & Installation Of Godrej Mechanical Safe Locker
Details of Techno-Commercial and Financial Bid	Techno-Commercial Bid:- Earnest Money Deposit Technical specification and compliance sheet along with Vendor Information (Chapter-4, Chapter - 05) and Financial Bid offer (Chapter - 06)
Tender Validity	Offers shall be valid for a period of 45 days to 60 days from the date of financial bid opening
Date of publishing Tender	22.06.2019 at 05.00 PM
Document download/Sale Start Date	22.06.2019 at 05.30 AM
Last Date & Time for receipt of Bid	05.07.2019 up to 05.00 PM
Date of clarification	From 24.06.2019 at 11.00 AM upto 03.07.2019 03.00 PM
Time and Date of Opening of Bid	08.07.2019 at 04.00 PM
Place of Opening of Bid	O/o The Joint Director of Income Tax (Inv.), 1 <sup>st</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi.
Tender Documents	The tender documents can be downloaded from <a href="http://www.eprocure.gov.in/epublish/app">www.eprocure.gov.in/epublish/app</a> <a href="http://www.incometaxbengaluru.org">www.incometaxbengaluru.org</a> Or can be obtained from O/o The Joint Director of Income Tax (Inv.), 1 <sup>st</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi, Karnataka-580 025
Tender inviting Authority	Bipin C.N., The Joint Director of Income Tax (Inv.), Hubballi.



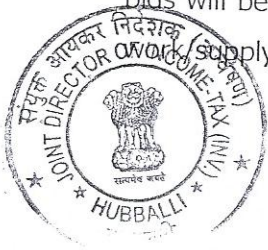
-Sd-

संयुक्त आयकर निदेशक (अन्वेषण), हुबल्ली  
Joint Director of Income Tax (Inv.), Hubballi

**CHAPTER - 01**

**Instruction to the Bidders and General Terms & Conditions**

1. Quotation submitted in tender must be valid for a minimum period of **45 to 60 days** from the date of tender opening. In exceptional circumstances, the Department may request for extending the period of validity for specified additional period. The department request and tenderer response shall be made in writing/email.
2. The GSTIN should invariably be mentioned in quotation.
3. Kindly attach a compliance certificate provided here along with technical quote.
4. Prices:
  - It is mandatory to quote price in Hubli, karnataka basis only with separate cost breakup of transportation up-to this office.
5. **Delivery and installation should be made within 7 days of getting a confirmed order.**
6. The suppliers shall provide the banking details along with their quote on their letterhead duly signed and stamped.
7. The Joint Director of Income Tax (Inv.), Hubballi reserves the right to accept or reject any Tender without assigning any reasons and the decision of the Tender Inviting authority/Officer is final and binding.
8. No alteration should be made in any of the terms and conditions of the bid document by striking out any part thereof.
9. Quotations/Bids shall be submitted in two parts:
  - a) Part – I (Technical Bid) consisting of all technical details and specification of the goods/product. It should contain unpriced bid along with terms and conditions, proprietary certificate (if applicable), any other certificate/details etc. this envelope should be marked as "Technical Bid".
  - b) Part – II (Financial bid) indicating item-wise price for the items mentioned in the technical bid. This envelope marked as "Financial Bid" and should contain financial terms and conditions.
10. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed as **"Technical Bid" & "Financial Bid"** and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed as **"Tender for supply & installation of Godrej Mechanical Safe Locker, for office of The Joint Director of Income Tax (Investigation), Hubballi"**. The technical bids shall be opened by the tender committee members at the first instance and evaluated by the tender committee and the bidders who do not fulfill all the terms and conditions prescribed in technical bids are liable to be rejected at this stage only and their application will not be considered. At the second stage, financial bids of only the technically accepted bids shall be opened and ranking like L1, L2, L3, L4, L5 etc., of the financial bids will be made by the tender committee whose technical bids are accepted before awarding the supply order.



11. Complete tender documents along with EMD and supporting documents should reach the office of the Joint Director of Income Tax (Investigation), 1<sup>st</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi before the due date. Late bids (i.e. bids received after the specified date and time for receipt of bids) will not be considered.
12. Bid sent through Fax/e-Mail shall not be considered and will be rejected.
13. In the submitted bid, no variation or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Chapter-01 and eligibility as per Chapter-02, will be summarily rejected.
14. The Technical Bid should necessarily accompany with the tender processing fees of Rs. **575/-** (Rupees Five Hundred and Seventy Five) (**Non Refundable**) by Demand Draft of SBI or any Nationalized bank, drawn in favor of **Zonal Account Officer (CBDT), Hubballi, Payable at Hubballi and Earnest Money Deposit for the Rs.20,000/- (Rupees Twenty Thousand Only) through a Demand draft favoring 'Zonal Account Officer (CBDT), Hubballi'**. The Technical Bids not accompanied by Earnest Money Deposit of the requisite amount will be summarily rejected. The said EMD amount will be forfeited, if the successful bidder fails to accept the work order on terms contained in the bid document, or fails to supply the goods/product as per work order within the stipulated time fixed by the Hirer. The earnest money of the successful bidder will be refunded after receipt of the goods/product as mentioned in work/supply order. The Earnest Money Deposit for unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the work/supply order. No interest will be payable on this deposit.
15. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. Such tenders shall be summarily rejected.
16. **No bid will be considered unless and until all the pages/documents comprising the bid are properly signed and stamped by the persons authorized to do so on behalf of the bidder.**
17. The bidder whose bid is accepted by the Hirer shall be the successful bidder. In the event of bid being accepted, the quotation as per Financial Bid in Chapter – 06 and the Terms and Conditions mentioned in Chapter - 01 will be converted into a work/supply order, which will be governed by the terms and conditions given in the bid document.
18. The bid document of every bidder shall consist of the following documents:
  - a) Technical Bid Information as per format mention in Chapter – 04 and vendor details as per format mentioned in Chapter-05.
  - b) The Financial Bid Quotations strictly as per the pro-forma given in Chapter – 06.
  - c) Copy of terms and conditions as per Chapter - 01 duly signed on every page.Affidavit on bond paper of Rs.100/- (Rupees One Hundred Only) stating that the bidder has not been black listed by any by Centre/State Government/PSU.



**CHAPTER - 2**

**MINIMUM ELIGIBILITY CRITERIA**

1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criteria.
2. Bid Security (EMD) : EMD for **Rs. 20,000 (Rs. Twenty Thousand only)** is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "**the Zonal Account Officer (C.B.D.T.), Navanagar, Hubballi**" payable at Hubballi.
3. The agency shall be a Limited Company or a Private Limited Company registered under the Companies Act 1956/partnership firm or a proprietorship. For proof, self attested/attested copy of Certificates of Incorporation/partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, self-declaration or self-certificate supported by PAN in the proprietor name would suffice. The bidder should have a valid PAN issued by the Income Tax department. Bidder shall have valid GST Registration.
4. The product/equipment should be quality products and should have Bureau of Indian Standards (BIS) certification and should also meet the minimum fire rating criteria specified by BIS.
5. The agency should have minimum three years experience in providing security equipments consecutively in the Government departments/Public sectors (Central or State)/Private Limited Company/banks at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.
6. The bidder/tenderer should not be an employee or ex-employee of the Department. Similarly, bidder should not be a firm in which substantive interest lies with the employee or ex-employee of the Department.
7. **Income Tax Return** of the company/firm/proprietor for the past **three years** should be enclosed.
8. **GST Return** of the company/firm for the past **two years** should be enclosed.
9. The highest standard of ethics shall be observed during execution of the contract. The firm shall not be eligible to participate, where it has been determined to have engaged in corrupt or fraudulent practices. In this regard certificate as per chapter-06 should be submitted to this office and the decision of the Department will be final and binding on the tenderer.

Date :

Place :

(Name and Signature of the Tenderer with stamp of the firm)

Seal & Sign of Authorized Rep of Bidder





**CHAPTER – 03**

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

(Declaration should be mentioned on a stamp Paper of Rs. 100/-)

We certify that in last three years, we have neither failed to perform any contract or comply with work/supply order, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, not been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

**We declare that: -**

a. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as defined in Chapter-01 of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by the Agreement entered into with the Authority or Govt. of India, State Govt. and any other Public Sector Enterprises from time to time.

b. We hereby certify that we have taken steps to ensure that in conformity with the provisions of Chapter-01 of Fraud and Corrupt Practices of the Terms and Conditions of the document no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice undesirable practice or restrictive practice.

c. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

d. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by Court of law. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/Employees.

e. We certify that no penalty has ever been imposed in respect of services rendered by us in any organization/Ministry/Department.

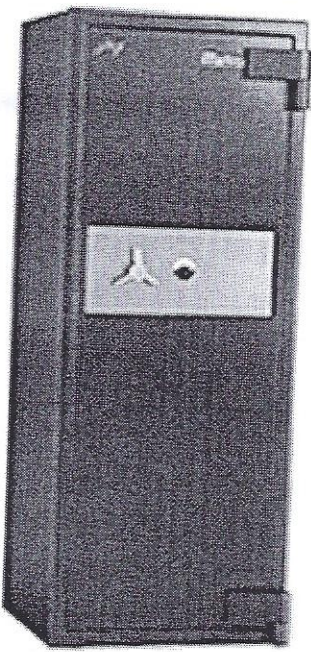


Signature: Name & Designation with office seal

**Seal & Sign of Authorized Rep of Bidder**

## CHAPTER – 04

**TECHNICAL BID DETAILS****DETAILED SPECIFICATION FOR GODREJ MECHANICAL SAFE LOCKER**

Technical Specification			
Sl. No.	Image for reference	Details	Compliance
1		Model : Godrej Legacy 6020	
2		Double Walled Construction	
3		Armored Plate-Door & Body	
4		Double Duty Barrier	
5		Automatic Re locker	
6		Drill Defeat Shield	
7		Motion Sensor Intelligent	
8		High Precision Lock	
9		Fire & Burglary Resistant	
10		Torch & Tool Resistant	
11		ADDITIONAL LOCKING OPTIONS SHOULD BE AVAILABLE (Combination Lock, Electronic Lock or Bio metric Lock)	
12		<b>DIMENSION</b>	
13		External H*W*D - 65*25*24	
14		Internal H*W*D - 60*20*16	
15		Volume in Ltr - 314	
16		Shooting Bolts Live + Dead - 4+4	
17		Adjustable Shelves - 4	
18	Weight in KG - 850		
18	<b>Approved Makes - GODREJ</b>		

**1. Warranty & Guarantee:**

- a) The above mentioned security equipment including all components delivered to the Department should be brand new. The supplier should also guarantee that all the components supplied by the supplier is licensed and legally obtained.



**CHAPTER - 05**

**Vendor Information Form**

*Note: Bidders are requested to furnish the following information and enclose along with Technical Bid Quotation.*

<b>Name &amp; Address of the Company :</b>				
<b>Name &amp; Designation of the key person</b>				
<b>Contact information</b>	<b>Mobile No:</b>	<b>Telephone No :</b>	<b>Fax No:</b>	<b>Email :</b>
<b><u>Bank details</u></b>				
<b>Bank name</b>				
<b>Beneficiary name</b>				
<b>Bank address</b>				
<b>Bank account no</b>				
<b>IFSC code</b>				
<b>PAN No.</b>				
<b>GST no.</b>				
<b>Details of Tender Processing fees of Rs. 575/-</b>				
<b>EMD details for Rs. 20,000/-</b>				

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/Authorized signatory of \_\_\_\_\_ the Company/Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document;



**CHAPTER - 06**

To:

**FINANCIAL BID DETAILS**

**The Joint Director of Income Tax (Investigation),  
1<sup>st</sup> Floor, C.R. Building (Annexe),  
Navanagar, Hubballi-580 025.**

Sir,

Sub: Submission of financial bid quotations for supply & installation of Godrej Mechanical Safe Locker for O/o The Joint Director of Income Tax (Investigation), Hubballi - Reg.

**Ref: Tender Notice No. 32(1)/Infra./JDIT (INV.)/HBL/2019-20 dated 22.06.2019**

\*\*\*\*\*

With reference to the above, I/We hereby submit the quotation for supply & installation of Godrej Mechanical Safe Locker for O/o The Joint Director of Income Tax (Investigation), Hubballi .

**Details of Financial bid:**

Sl. No.	Particulars of equipments/material to be supplied	Quantity Tendered (Nos.)	Quantity offered (nos.)	HSN Code of Material	Unit Ex-works Price	Unit Freight	Unit Insurance	Unit Installation charges	Nit Transaction Value	Unit IGST	Unit CGST	Unit SGST	Unit UTGST	Unit Other taxes if any	Total of all Taxes (Unit)	Unit Price(Including Ex-works, F&I and taxes)	Total F.O.R destination Price (including all applicable Taxes) in Rs.
1	Supply of Godrej Legacy 6020 Mechanical Safe Locker including transportation & installation charges	07							10=(6+7+8+9)	11	12	13	14	15	16=(11+12+13+14+15)	17=(10+16)	18=(4x17)
	<b>Total</b>																

*Note:-The Bidders shall quote only applicable taxes*



Date	Place		Name	
			Designation	Name of the company



Seal & Sign of Authorized Rep of Bidder

Signature of the Bidder with seal