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सेवा कर आयुक्त का कार्यालय / **OFFICE OF THE COMMISSIONER OF SERVICE TAX**
सेवा कर - लेखा परीक्षा आयुक्तालय / **SERVICE TAX - AUDIT COMMISSIONERATE**
टीसी.एम.टी./बी बस स्टैण्ड .सी.टी.एम.कॉम्प्लेक्स / **TTMC / BMTC BUS STAND COMPLEX**
दोमलूर, बंगलूरु 560071 - / **DOMLUR, BENGALURU - 560 071.**

C.No.IV/01/129/2015-ST(Audit)-Estt


Dated 21.09.2016

NOTICE FOR INVITING TENDER FOR SUPPLY OF OFFICE FURNITURE

Office of the Commissioner of Service Tax, Audit Commissionerate, Bangalore invites sealed tenders under Two parts bid system (One for Technical specification and One for Financial bid) from reputed parties/firms for supply of **OFFICE FURNITURE** as detailed in Annexure- I of the tender notice (During the Financial year 2016-17) for the new office building at 2nd Floor, BMTC Bus Depot, Bansahankari, Bangalore. The interested suppliers/firms are required to submit the Technical and Financial bids separately. The Technical Bid and Financial Bid should be placed in Two separate sealed covers super scribing Financial Bid, Technical Bid and both should be placed in a Third Sealed Cover bearing the words "**TENDER FOR SUPPLY OF OFFICE FURNITURE**" and the forms filled in all respects (i.e. Annexure-II & III) should reach to **OFFICE OF THE COMMISSIONER OF SERVICE TAX, SERVICE TAX - AUDIT COMMISSIONERATE, TTMC / BMTC BUS STAND COMPLEX, DOMLUR, BENGALURU - 560 071** by 16.00 Hrs on or before **29.09.2016**. Tenders submitted/ received after the said due date shall not be accepted under any circumstances. The technical bids will be opened at 17.00 Hrs on **29.09.2016**.

A complete set of tender documents can be obtained free of cost from the Administrative Officer, Service Tax -Audit Commissionerate, Bengaluru on any working day between 10.00 hrs to 17.00 hrs. Further, these documents can be accessed on departmental Website www.centralexcisebangalore.gov.in. This office would not be responsible for any delay or loss of the tender documents sent by post/ Speed Post/ courier.

The Commissioner of Service Tax-Audit Commissionerate, Bengaluru reserves the right to reject all part or any of the quotations without assigning any reasons thereof. No correspondence in this regard will be entertained.


(D. Phani Kumar)
DEPUTY COMMISSIONER
Service Tax-Audit(Admin)

(A) TENDER PROCESS

- a. Tender is invited in Two parts i.e. (1) Technical Bid (2) Financial Bid separately.

The tender form for Technical bid in proforma prescribed in Annexure-II and tender form for the Financial bid in proforma prescribed in Annexure-III complete in all respects shall be submitted in two Separate Sealed Covers super scribing as "**Technical Bid**" and "**Financial Bid**" respectively and both the covers should be placed in a third Sealed Cover bearing words "**Tender for supply of Office Furniture**" addressed to **OFFICE OF THE COMMISSIONER OF SERVICE TAX, SERVICE TAX - AUDIT COMMISSIONERATE, TTMC / BMTC BUS STAND COMPLEX, DOMLUR, BENGALURU - 560 071**

- b. If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/courier services.
- c. The bids documents should be dropped along with the offer letter in the locked sealed tender box placed in the Administrative section of the Service Tax - Audit Commissionerate, Domlur, Bengaluru by 16.00 Hrs on or before **29.09.2016**. The tender box will be opened by the tender committee on **29.09.2016** at 17:00 hrs at the **OFFICE OF THE COMMISSIONER OF SERVICE TAX, SERVICE TAX - AUDIT COMMISSIONERATE, TTMC / BMTC BUS STAND COMPLEX, DOMLUR, BENGALURU - 560 071** for technical bids only, in the presence of all such bidders who wish to be present.
- d. The financial bids will be opened only of those who qualify on evaluation of technical bids.
- e. Late submission of tenders shall not be accepted.
- f. The short listed tender along with the documents will be submitted to the competent authority and upon approval by the competent authority the successful bidder will be intimated about the award of contract to them.
- g. No quotation will be entertained after expiry of the due date.
- h. The Commissioner of Service Tax-Audit Commissionerate, Bengaluru reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

(B) TERMS AND CONDITIONS

- i. If the bidder is authorized dealer, he should produce proof of Authorization of their agency by the manufacturers of the products .
- ii. The bidder should specify the actual specification of the offered products, material used **along with catalogue/brochure** with the tender document.
- iii. The Warranty/guarantee conditions shall be clearly mentioned in the tender documents by the bidders.
- iv. The bidder should have good track record of supplying these items to Government Departments and have past experience of dealing in these items.
- v. The bidder should be registered with Sales Tax /VAT and any other Central /State authorities as prescribed in law. Copy of the same should be enclosed with the tender documents.
- vi. The actual list of procurement of the goods will be given at the time of placing purchase order.
- vii. The department reserves the right to increase or decrease the actual quantity required.
- viii. The price quoted shall be inclusive of all taxes of any Government /local authority etc., as applicable to Government departments. No payment over and above the price quoted shall be done by this office in respect of any such levies brought to the notice at a later date.
- ix. The price / rate should be indicated clearly both in figures and words.
- x. Payment shall be subject to deduction of any amount for which the bidder is liable as per tender. Further, all payments shall be subject to deduction of TDS, if applicable and any other taxes.
- xi. Delivery should be within 10 days of issue of Purchase Order and supplier has to make his own arrangements to supply the said items at the new office building - Office of the Service Tax Audit Commissionerate, 2nd Floor, BMTC Bus Depot, Banashankari , Bengaluru.
- xii. No deviations in the technical specifications will be accepted. Any violation thereof may lead to rejection of the bid. A copy of the terms & conditions should be signed and submitted with the tender documents.

(C) PRE-QUALIFICATION CRITERIA FOR THE VENDOR

The vendor shall meet the following criteria to be eligible to quote this tender.

- 1) Copies of original documents defining the constitution of legal and stable power of attorney of the signatory of the tender to commit the tender.
- 2) Experience having successfully completed similar kind of work
- 3) The tender shall have attached the following documents along with tender

- a) Copy of VAT Certificate.
- b) Copy of valid registered dealership certificate of furniture.
- c) Copy of PAN No.

ANNEXURE-I**DETAILS OF REQUIREMENT OF OFFICE FURNITURE FOR SUPPLY
TO SERVICE TAX -AUDIT COMMISSIONERATE, BENGALURU.**

Sl. No	Description of item	Quantity required
01	Executive Tables (L-shaped with drawers)	02
02	Executive Office Chairs – High back(Rotating/Adjustable)	10
03	Executive Office Chairs – Low Back(Rotating/Adjustable)	50
04	Small Storage for keeping files and records (4ft to 6ft) – For Officers	22
05	Small Storage for keeping files and records (4ft to 6ft) – For Executives	02
06	File Compactor System	01

ANNEXURE - II

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TECHNICAL BID

**PRE-QUALIFICATION REQUIREMENT FOR AWARD OF CONTRACT FOR
SUPPLY OF OFFICE FURNITURE AS PER SPECIFICATIONS**

(To be submitted in a Separate Sealed envelope super scribing
"TECHNICAL BID")

1	Name of the Organization/Firm	
2	Name (s) of the proprietors/ Directors/ Partners	
3	Registered address	
4	Telephone/ Mobile No/ Fax No.	
5	Whether the firm/partnership firm/ is registered Authorized dealer of the company. If yes, copy of certificate.	
6	Registration No. of the firm (Copy to enclosed)	
7	Permanent Account No. of the firm (PAN)	
8	Copy of Income Tax clearance (ITCC) to be attached	
9	Service Tax Registration No	
10	Total staff/ workers of the firm	
11	Name (s) of Public Sector/Govt. organization to whom similar services have been provided by the firm during last 3 years (Please attach job order/ service certificate from Government office/public sector)	

Signature with Date:

Name of the Firm :

Seal of the Firm

ANNEXURE - III

FINANCIAL BID

PRICE PER 1 UNIT FOR SUPPLY OF OFFICE FURNITURE

ITEM	SIZE	RATE/ UNIT
AS PER THE ITEMS SPECIFIED IN „ ANNEXURE- I	Brand, Model Number and Size i.e Length, Height, Width of the each item should be furnished. (all the technical specifications)	

Signature with Date

Name of the Firm

Seal of the Firm