



भारत सरकार | GOVERNMENT OF INDIA

वित्त मंत्रालय | MINISTRY OF FINANCE

राजस्व विभाग | DEPARTMENT OF REVENUE

सेवा कर के प्रिंसिपल आयुक्त का कार्यालय, सेवा कर-I आयुक्तालय, टीसी.एम.टी./बीबस .सी.टी.एम.

क्स कॉम्प्लेण्डस्टै, भानशंकरी, बैंगलुरु - 560070

OFFICE OF THE PRINCIPAL COMMISSIONER OF SERVICE TAX,
SERVICE TAX-I COMMISSIONERATE, T.T.M.C. / B.M.T.C. Bus Stand Complex,
Banashankari, Bengaluru - 560070.

सी.सं/.C.No.I/07/01/2017 ST-I (Admn)

दिनांक/Date:11-03-2017

**NOTICE FOR INVITING TENDER FOR SUPPLY OF
OFFICE FURNITURE / OFFICE EQUIPMENTS (ELECTRONIC
ITEMS) / PUBLICITY MATERIALS & STATIONERY**

Office of the Principal Commissioner of Service Tax, Service Tax - I Commissionerate, BMTC Building, Banashankari, Bengaluru – 560 070 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/ Office equipments (Electronic items) as detailed in Annexure - II / Publicity materials & Stationery as detailed in Annexure – III, separately for each of the tender notice (during the financial year 2016- 17) for organising GST Outreach programmes / Seminars / Workshops. 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 superscribing financial bid, technical bid and both should be placed in a third sealed cover bearing the words "**Tender for supply of Office Furniture / Office Equipments (Electronic items) / Publicity materials & Stationery**" and the forms filled in all respects (i.e. Annexure-IV & V) should reach the office of the Principal Commissioner of Service Tax, Service Tax - I Commissionerate, 1st Floor, BMTC bus stand complex, Banashankari, Bengaluru - 560070 by 16.00 hrs on or before 16.03.2017. Tenders submitted/received after the said due date/time shall not be

accepted under any circumstances. The technical and financial bids will be opened at 11.00 hrs on 17.03.2017 at the chamber of the Joint Commissioner (P&V), Office of the Principal Commissioner of Service Tax, Service Tax - I Commissionerate, 1st Floor, BMTC / TTMC Building, Banashankari, Bengaluru - 560 070. A complete set of tender documents can be obtained free of cost from the Administrative Officer, Service Tax -I Commissionerate, 1st Floor, BMTC / TTMC Building, Banashankari, Bengaluru - 560 070 on any working day between 10.00 hrs to 17.00 hrs., before the due date. 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, Service Tax - I Commissionerate, Bengaluru reserves the right to reject all or any part of the bids without assigning any reasons thereof. No further correspondence in this regard will be entertained.



(DR. SOMANNA .C) 11/03/17
Deputy Commissioner (Admin)

(A) TENDER PROCESS

(a) Tender is invited in two parts i.e. (1) Technical bid (2) Financial bid separately.

The tender form for the technical bid in proforma prescribed in Annexure-IV and tender form for the financial bid in proforma prescribed in Annexure-V complete in all respects shall be submitted in two separate sealed covers superscribing 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/Office equipments(Electronic Items) / Publicity materials & Stationery**" addressed to The Office of the Principal Commissioner of Service Tax, Service Tax - I Commissionerate, 1st floor, BMTC bus stand complex, Banashankari, Bengaluru - 560070.

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. The department is not responsible for any delay on account of postal/courier services.

c) The bids documents duly filled in all respects can also be dropped in the locked sealed tender box placed in the Administrative Section of the Service Tax - I Commissionerate, 1st floor, BMTC Building, Banashankari, Bengaluru - 560 070 by 16.00 hrs on or before 16.03.2017. The tender box will be opened by the tender committee on 16.03.2017 at 16:01 hrs.

(d) The Technical bids will be opened on 17.03.2017 at 11.00 hrs. at the chamber of the Joint Commissioner (P&V), Office of the Principal Commissioner of Service Tax, Service Tax - I Commissionerate, 1st Floor, BMTC / TTMC Building, Banashankari, Bengaluru - 560 070, followed by opening of the eligible financial bids, in the presence of all such bidders who wish to be present while opening the tenders.

e) The financial bids will be opened on 17.03.2017, only of those who qualify on valuation of technical bids.

- f) Late submission of tenders shall not be accepted under any circumstances.
- g) The short listed tender along with the documents will be submitted to the competent authority and upon approval by the competent authority, successful bidder will be intimated with regard to award of contract to them.
- h) No tenders will be entertained after expiry of the due date / time.
- i) The Commissioner of Service Tax, Service Tax - I 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 an authorized dealer, he/she 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 VAT and any other central / state authorities as prescribed in the 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 office building - Office of the Service Tax, Service Tax – I Commissionerate, 1st Floor, BMTTC 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 the 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 registration 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 - I COMMISSIONERATE, BANGALORE

01. **Stackable Chair:**
Supreme Brand - Arm with Cushion (Stackable) - 150 Nos.
02. **Head Table with Chairs:**
Table made of MDF wood - Termite free (size: 20' X 2' X 2.5')
- 1 No.
Executive chairs with cushion with rexin upholstery - 9 Nos.
03. **Visitors' Sofa and chairs:**
3+2 sofa set using coir + sleepwell cushion (or equivalent),
leatherite upholstery and inside frame of teak wood - 1 No.
Visitors Chairs with cushion - 10 Nos.

ANNEXURE - II
DETAILS OF REQUIREMENT OF OFFICE EQUIPMENTS (ELECTRONIC ITEMS) FOR SUPPLY TO SERVICE TAX – I COMMISSIONERATE, BANGALORE

1. **Sound System:**
 - Amplifier (1 No.) : SSA-250 DP AC & 24V DC Operation
250 Watts (Supports 6 Mic & 2 Aux. inputs)
 - Mic (2 Nos.) : Cordless Mic – AUD – 98 XLR
Frequency : 50-15,000 HZ
Sensitivity : 2.5 mV/Pa
Impedency : 600 Q
 - Speaker (2 Nos.) : SRX – 220 – 200 Watts
 - Collar Mic (2 Nos.) : AWM – 811 UHF – Wireless Microphone
 - Podium Mic (1 No.) : ACM – 66 / ACM – 66 CH
(With Multi Tone Chime)
2. **Overhead Projector (1 No.):**

EPSON EB-TW-5300 Projector Full HD 3D / Equivalent with drop-down screen
Projection System : 3LCD Technology, RGB liquid crystal shutter
Resolution Support : Full HD 1080p, 1920 x 1080, 16:9
Contrast Ratio : 35,000 : 1
Aspect Ratio : 0.6729166666666667
3. **All-in-One Desktop (1 No.):**

Dell AIO 3464
Intel Core I5 7th Generation 3 10 GHZ
4 GB RAM, 1 TB Hard Disk, Wireless Key Board / Mouse, Windows 10,
Single Language , Fully Touch 23.8” Screen
4. **Multi-functional colour printer (Printer / scanner / copier / fax)**

Print resolution minimum of 4800 dpi; Having minimum Print speed of 33 ppm (Black) / 20 ppm (Colour); High resolution fax and copy
5. **Electronic Display (1 Unit):**

LG 55SE3KB - Embedded Media Player Signage
BRIGHTNESS : 350CD/M2
LANDSCAPE & PORTRAIT MODE
REMOTE CONTROL (RS232C, RJ45)
DETACHABLE LOGO, CABLE MANAGEMENT

ANNEXURE - III

**DETAILS OF REQUIREMENT OF PUBLICITY MATERIALS AND
STATIONERY**

FOR SUPPLY TO SERVICE TAX - I COMMISSIONERATE, BANGALORE

Sl.No.	Description of the Publicity material / Stationery	No. of units required
1	Plastic folders - A4 size (printed with departmental logo bearing slogan on GST)	500
2	Gel pens (blue)	500
3	Pencils	500
4	Scribbling pads (departmental logo and slogan on GST to be printed on the front cover)	500
5	Banners (5'x8' size)	20
6	Banners (12'x8' size)	4
7	Banners (4'x6' size)	10
8	Pamphlets (1 side printed)	5000
9	Caps (departmental logo and slogan on GST to be printed)	100
10	T-Shirts (departmental logo and slogan on GST to be printed)	100
11	Playcards (bilingual (English/Kannada) print on both the sides) (1'x1.5')	100
12	Brochures on GST Migration (12 pages)	5000
13	Standies	10

ANNEXURE - IV

TECHNICAL BID

**PRE-QUALIFICATION REQUIREMENT FOR AWARD OF CONTRACT FOR SUPPLY OF
OFFICE FURNITURE / OFFICE EQUIPMENTS (ELECTRONIC ITEMS) / PUBLICITY
MATERIALS & STATIONERY AS PER SPECIFICATIONS**

(To be submitted in a separate sealed envelope superscribing "Technical Bid")

1	Name of the organisation/firm	
2	Name (s) of the Proprietors / Directors / Partners	
3	Registered Address	
4	Telephone/Mobile No/ Fax No / E-mail ID	
5	Whether the firm/partnership firm is registered Authorised dealer of the company. If Yes, copy of certificate	
6	Registration No of the firm (copy to be enclosed)	
7	Permanent Account No of the firm (PAN) (copy to be enclosed)	
8	Copy of the Income Tax clearance (ITCC) to be attached	
9	Service Tax Registration number (copy to be enclosed)	
10	Total Staff / Workers of the firm	
11	Name(s) of Public Sector/Govt organisation to whom similar services have been provided by the firm during the 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 – V

FINANCIAL BID

**PRICE PER 1 UNIT FOR SUPPLY OF OFFICE FURNITURE/OFFICE
EQUIPMENT / PUBLICITY MATERIALS & STATIONERY**

ITEM	SPECIFICATION	RATE/UNIT
AS PER THE ITEMS SPECIFIED IN ANNEXURE – I, II & III	(i) Brand, Model Number and Size, etc in respect of Office furniture; (ii) Brand, Model Number and technical specifications in respect of Office Equipments (Electronic items) (iii) Brand, quality & size in respect of publicity materials & stationery items	

Signature with Date

Name of the Firm

Seal of the Firm