



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

प्रधान आयकर आयुक्त कार्यालय / O/o Pr. Commissioner of Income Tax,
आयकर भवन, पटियाला - 147001 / Aayakar Bhawan, Patiala, [Punjab], 147001.

Ph. 0175-2971010, email : patiala.cit@incometax.gov.in, Fax: 0175-2205726

F.No.Pr.CIT/PTA/EB/Tender/2020-21/8550

Dated:-16.03.2021

To

The Dy. Commissioner of Income Tax, HQ (Admn.)
O/o the Pr.Chief Commissioner of Income Tax,
Sector 17 E, Chandigarh.

Sir,

**Sub: Uploading Tender for inviting quotation/tender for
photocopier for the O/o Pr.Commissioner of Income Tax,
Patiala.**

Kindly refer to the subject cited above.

2. In this connection, it is submitted that this office proposes to invite quotations/ tender for photocopier for the O/o Pr.CIT, Patiala. As per guidelines of our department it is necessary to upload the same to the website of Pr.CCIT, NWR Chandigarh. It is therefore, requested to kindly upload this notice and its enclosures as early as possible.

Yours faithfully,

(Sunita Dhingra)

Income Tax Officer, HQ (Admn.)
Patiala.

Encl. As above.



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NOTICE INVITING QUOTATION/TENDER FOR PHOTOCOPIER

The office of the Pr. Commissioner of Income Tax, Patiala invites sealed tender for **Photocopier Machine Canon Model Image Runner Advance 6555i A4 (white)**, for the use of the office. The tender documents and detailed terms and conditions for the same, can be obtained from Room No.112, 1st Floor, O/o Pr.CIT, Patiala till 18.03.2021 upto 6.00PM or alternatively can be downloaded from the website of the Income Tax NWR, Chandigarh i.e. www.incometaxchandigarh.org. The tenderer should register and apply through online mode only on e-tendering portal www.tenderwizard.com/INCOMETAX upto 11.00AM on 19.03.2021.

No other mode of application for tender will be entertained.

If there is any technical error, the quotations can be submitted on 19.03.2021 at 11.00AM in Room No. 112, O/o the Pr.Commissioner of Income Tax, Patiala.

Date and time of online opening of quotations at e-tendering portal www.tenderwizard.com/INCOMETAX is at 3.00PM on 19.03.2021.

This office reserves the right to amend/withdraw any of the terms and conditions in the tender document or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the undersigned in this regard shall be final and binding on all.

(Sunita Dhingra)

Income Tax Officer Hq. (Admn),
Patiala

Terms and Conditions for Bidders

1. The Photocopier Machine offered should be of Canon
2. The Photocopier Machine provided by contractor as per the agreement.
3. The Bidder has to submit both the Technical and Financial Bid in separate sealed covers making 'Technical or Financial' and have to be addressed to the Pr.Commissioner of Income Tax, Patiala. Bids will be accepted upto 11.00AM on 19.03.2021. Bidders should submit technical bid as well as financial bid in Annexure I and II with prescribed self attested supporting documents. The bids will be opened at 3.00PM on 19.03.2021.
4. The bidder may remain present at the time of opening of the tender by the Local Purchase Committee and Tender Committee. The Financial bids of only those bidders who technically qualify will be opened.
5. Where the bid is received after the due date, (Including on account of reasons of postal delay) the same will not be considered.
6. The Income Tax Department, Patiala reserves the right to cancel/postpone the tender/ contract procedure without assigning any reasons thereof.
7. If the quotations equal in all aspects have been received, selection will be done on following guidelines:
 - (a) In case the quotations of more than one bidder are equal in respect of photocopier machine preference will be given to the bidder with lesser price.
 - (b) Preference will be given for the early supplier of the machine model no. 6555i A4 (white).

Note: Quotation should be sent in sealed covers super scribed as "Quotation for supply of photocopier by office of the Pr.Commissioner of Income Tax, Patiala."

Technical Bid

(To be signed and submitted to the Pr. Commissioner of Income Tax, Patiala.)

1. Name and address of the Tenderer:
2. Name and address of owner:
3. Full Address of office with telephone No.:
4. Details of Bank account to which payment is required to be made alongwith MICR and IFSC Code.
5. PAN & Service Tax Registration (Copies to be annexed)
6. Details of previous experience in Govt. Deptt/PSUs from F.Y.17-18 onwards.
7. Details of Machine.
8. Any other remarks.
9. Whether blacklisted by the Central/State/UT Govt. or any Govt. Organisation including PSUs etc.

Signature of owner: _____

Authorised signatory: _____

Full Name: _____

Name of Contractor: _____

Phone/Landline: _____

Mob: _____

Place: _____

Date: _____

DECLARATION

I hereby certify that the information furnished above is full and correct to be best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/ agency/contractor will be blacklisted and will not have any dealing with the department in future.

(signature of authorised signatory with date)

Annexure II

Financial Bid

(To be signed and submitted to the Pr. Commissioner of Income Tax, Patiala.)

- 1.Total price of Machine with and without taxes.
2. Cost Price
3. Annual Service
4. Toner/Catridge
5. Detailed configuration.

Note: Rate quoted shall be exclusive of Service Tax.

(signature of authorised signatory with date)

Full Name: _____

Name of Tenderer: _____

Mob No: _____

Seal: _____

Place: _____

Date: _____