



सत्यमेव जयते

Government of India
Ministry of Law & Justice
Department of Legal Affairs
INCOME TAX APPELLATE TRIBUNAL
3rd & 4th Floors, Pratishtha Bhawan, 101,
Maharshi Karve Marg, Mumbai-400020
Ph: 022-22033849 E-Mail: itcell.ho@itat.nic.in

TENDER DOCUMENT

For supply of All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in Courtrooms.

Tender No. 02/IT CELL(CT)/AT/2021-22

R
21/10/21

INCOME TAX APPELLATE TRIBUNAL, MUMBAI
3rd & 4th Floor, Pratishtha Bhavan (Old CGO Building)
101, M.K. Road, Mumbai 400020.

E-TENDER NOTICE

Tender notice no.02-ITCell(CT)/2021-22

Dated:- 22.10.2021

TENDER for supply of All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in Court rooms.

E-tenders are invited online by the O/O Registrar, Income Tax Appellate Tribunal, 3rd & 4th Floor, Pratishtha Bhavan, 101, M.K. Road, Mumbai – 400020 in two bid system (i.e. Part-I: Technical Bid and Part II: Financial Bid) for supply of All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire.


The detailed tender document can be downloaded from the website www.itat.gov.in & filled up from 22.10.2021 to 05.11.2021 (upto1.00 PM)

1. Important dates for the tender are as follows:-

Start Date & Time of Bid Preparation & Submission	:	22-10-2021	11:00 hours
Last Date & Time for E-Tender Fees &	:	No Fee. Tender Document can be downloaded from the official website of Income Tax Appellate Tribunal (http://itat.nic.in) free of cost 05-11-2021	13:00 hours E M D _ d e p o s i t
Closing Date & Time of Bid Preparation &	:	05-11-2021	13:00 hours S u b m i s s i o n
Technical Bid opening	:	08-11-2021	1500 hours
Date and time of Opening financial Bids	:	Opening date of Financial Bid Will be intimated later on after evaluation of Technical Bid	
Email address for communication for any Queries / clarifications.	:	Itcell.ho@itat.nic.in	

- The Bidder must be registered in e-procurement portal (www.itat.gov.in) and obtain valid class III Digital Signature Certificate (DSC) as per Information Technology (IT) Act,2000.
- The Bidder is responsible for checking the e-procurement portal on regular basis for notification/amendments to the tender (if any).

Proposal documents without tender fee will be rejected.


Assistant Registrar
Income Tax Appellate Tribunal,
Mumbai .

INTRODUCTION

ITAT is a quasi judicial institution set up in January, 1941 and specializes in dealing with appeals under the Direct Taxes Acts. The orders passed by the ITAT are final, an appeal lies to the High Court only if a substantial question of law arises for determination.

Starting in 1941 with six Members constituting three Benches - one each at Delhi, Kolkata (Calcutta) and Mumbai (Bombay), the numbers of Benches have progressively increased and presently ITAT has 63 Benches at 27 different stations covering almost all the cities having a seat of the High Court.

IMPORTANT INFORMATION

Tender Inviting Authority, Designation and Address	Assistant Registrar, Income Tax Appellate Tribunal, 3 rd Floor, Pratishtha Bhavan, 101, M.K. Road, Mumbai-400020 Tel. No. 022-22033849/ 22033848
Name of Work	Supply and installation of All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in Court rooms.
Tender reference	
Publication of Tender document and Tender Notice on Website	Tender document & notice are available at www.itat.gov.in from 22-10-2021 by 11:00 am
Tender document availability for	22-10-2021 by 11:00 am onwards
Cost of Bidding	The Earnest Money Deposit (EMD) fee of Rs.1,00,000/- (Rupees One Lakh Only) can be deposited in online mode only. The bidder will submit the fees online through net banking (RTGS/NEFT) on or before the last date and time of Tender Fees submission.
Queries/clarifications / suggestions related to tender document.	May be send in writing through e-mails at below mentioned e-mail IDs itcell.ho@itat.nic.in latest by 05-11-2021 till 3:00 pm Note:- No queries/clarification will be entertained after 05-11-2021.
a)Email address for communication for any queries/clarifications	itcell.ho@itat.nic.in
Last date & time for submission of e-Tender	05-11-2021 till 01:00 pm
Date and Time of Opening of Technical Bids	08-11-2021 at 03:00 pm
Date and time of Opening Commercial/ financial Bids	Will be intimated later on
Validity of e-bids	90 days from the date of opening of e-bids
Validity of price bid after finalization of successful bidder	12 months from date of award of work order
<p>1. Eligibility Criteria: Refer to Tender Document. 2. Two Bid system i.e. Stage - 1 Prequalification cum Technical Bid: Stage 2 Financial Bids. Final decision will be as per the description of Technical & Financial evaluation.</p>	

Procedures for submitting Tenders

Under this process, the Technical online bid Application as well as online Price Bid shall be invited online at single stage i.e. Technical & Financial Bid. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical Bids) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those applicants who are Technical Bids Applications are responsive to eligibility and qualifications requirements as per Tender document.

2. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on www.itat.gov.in & for registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
3. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form, it shall be rejected straightway. The interested bidders have to submit the tenders through e-procurement portal as per required packet/cover contents, upto the last date and time of submission of e-tender i.e. 05-11-2021 till 1:00 p.m.
4. Bids will be opened online as per time schedule mentioned above.
5. Income Tax Appellate Tribunal, Mumbai will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
6. The conditional bids shall not be considered and may be out rightly rejected in very first instance. The Bidders are required to upload self-attested & scanned copies of the relevant documents required as per Terms & Conditions, failing which their bids may be out-rightly rejected and will not be considered.
7. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid.
8. Technical bid should be in the format given in (Annexure-1), duly filling in all required details and duly signed & stamped by the bidder/his authorized signatory on each page.
9. Financial bid should be in the format given in (Form F-I), duly filling in all required details and duly signed & Stamped by the bidder/his authorized signatory.
10. All the requisite documents must be attached with the Technical bid duly signed & stamped by authorized Signatory.



Evaluation of Technical bids:

Technical Evaluation

The Income Tax Appellate Tribunal, Mumbai may incorporate any changes in the REP based on acceptable suggestions received from the Vendors. The decision of the ITAT, Mumbai regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The prospective bidders shall submit their queries/questions in writing through e-mail on itcell.ho@itat.nic.in to reach ITAT Office on or before 05-11-2021 up to 3:00 pm. No queries/clarifications will be entertained after 05-11-2021. The responses will be conveyed to all the prospective bidders through ITAT's official website posting by way of information regarding amendments / clarifications at ITAT, Mumbai website <https://www.itat.gov.in> and no participant would be intimated individually about the response of the ITAT Mumbai.

The eligibility criteria will be first evaluated as defined in Request for Proposal (REP) for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria. Scrutiny of the tender document will be done by the Standing Audit Committee to determine whether the documents have been properly signed, Tender Fees paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.



General Terms and Conditions

1. Bids shall remain valid for 90 days after the date of opening of e-Bids prescribed by the ITAT, Mumbai. An e-Bid with validity of a shorter period than specified shall be rejected by the ITAT, Mumbai as non-responsive.
2. At any time prior to the date of submission of bid, ITAT, Mumbai may for any reason, whether at its own initiative or in response to a clarification sought/requested by a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing/through email/website and same will be binding on them. In order to allow reasonable time, for taking the amendment into account, ITAT, Mumbai may at its discretion, extend the date and time for submission of bids.
3. ITAT, Mumbai reserves the right to cancel this invitation and / or invite fresh Proposals with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.



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Data Sheet: Key Events and Dates

DOCUMENT SHEET		
S. No.	Particulars	Date & Time
1.	Tender Number	01-ITCell(CT)/2021-22
2.	Online Sale of Bid Document	22-10-2021 11:00 am
3.	Clarification & Corrigendum	05-11-2021 till 1:00 pm
4.	Last date of online submission of bid	05-11-2021 till 1:00 pm
5.	Date and time for opening of Technical bids	08-11-2021 at 3:00 pm
6.	Date and time for opening of financial/price bids	Will be intimated later on
7.	Office address, Venue for Bid Submission/ Manual documents	Assistant Registrar O/o Registrar, Income Tax Appellate Tribunal, 3 rd Floor, Pratishta Bhavan, 101, M.K. Marg, Mumbai - 400020 Phone Number: 022-22033849
8.	Earnest Money Deposit	INR 1,00,000/- (INR Rs. One Lakh Only)
9.	Method of Selection	On the basis of Financial Evaluation (L-1 Bidder) i.e. Least Cost Selection Method.

Bidders are advised to visit websites <https://www.itat.gov.in> on regular basis for any updates/corrigendum/addendum/amendment etc. issued by Income Tax Appellate Tribunal, Mumbai related to this TENDER DOCUMENT.

In case a State Holiday is declared on any day / dates as specified above, the event shall be held on the next working day at same place, time and venue. No separate communication will be made separately in this regard by ITAT Mumbai.



Contact Person's Address for correspondence

Assistant Registrar (ITCELL)

O/O Registrar,

Income Tax Appellate Tribunal,

3rd Floor, Pratishtha Bhavan (Old CGO Building),

101 M.K. Road, Mumbai – 400020.

Maharashtra

Website: <http://www.itat.gov.in>

**E-Mail: itcell.ho@itat.nic.in, Phone: 022-22069648 /
22033849.**



Definitions

The definitions of various terms that have been used as part of this RFP are as follows:

- "Contract / Agreement/ Contract Agreement"** means the Agreement to be signed between the successful bidder and ITAT, Mumbai including all attachments, appendices, all documents incorporated by reference thereof together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations etc.
- ii. **"Authorized Representative! Competent Authority"** shall mean any person authorized by either of the parties i.e. Bidder and ITAT, Mumbai.
- iii. **"Bidder! Agency! Service Provider/Vendor"** means any firm in city offering the solution(s), service(s) and /or materials as required in the RFP. The words **Bidder! Agency! Service Provider! Vendor** shall be synonymous with parties bidding for this RFP, and when used after award of the Contract shall mean the successful party with whom ITAT, Mumbai signs the agreement for rendering of services for implementation of this project.
- iv. **"Party"** means ITAT, Mumbai or Bidder individually and "Parties" mean ITAT, Mumbai and Bidder, collectively.
- v. **"Client"** means Income Tax Appellate Tribunal, Mumbai.
- vi. **"Proposal! Bid"** means Commercial bids submitted for this project against this RFP.
- vii. **"Request for Proposal (RFP)"** means this document and its annexure and any other documents provided along with this RFP or issued during the course of the selection of bidder, seeking a set of solution(s), services(s), materials and/or any combination of them.
- viii. **"Default Notice"** shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
- ix. **"Law"** shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the State Government or regulatory authority or political subdivision of government agency.
- x. **"101"** means Letter of Intent, which shall constitute the intention of ITAT, Mumbai Department to place the Purchase/Work Order with the successful bidder.
- xi. **"Termination Notice"** means the written notice of termination of the Agreement issued by one Party to the other in terms hereof.

1.1 Bid Documents

The REP document can be downloaded by the bidder from start date for issue of REP from ITAT Mumbai website <https://www.itat.gov.in> or e-tendering website <https://etenders.itat.gov.in>

1.2 General Eligibility Criteria for Bidders

This invitation for bids is open to all bidders in city who are full fill the criteria as specified under this REP. **Formation of consortium for this project in all the respective stages is not allowed.** Bidder would be completely responsible to ITAT, Mumbai.

1.3 Bidder Inquiries and Department Responses

All queries related to this REP must be directed in writing exclusively to the contact person notified by Income Tax Appellate Tribunal, Mumbai. The mode of delivering written queries to the aforementioned contact person would be on bidder's letter head through email or in hardcopy.

The bidders shall send their queries at the following email address itcell.ho@itat.nic.in in Income Tax Appellate Tribunal, Mumbai will endeavor to provide a timely response to all received queries and would provide information to the extent it is currently available to the best of the knowledge. The responses to queries will also be posted at the following websites www.itat.gov.in.

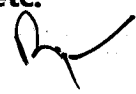
The last date for receiving queries in writing shall not be later than 2 working (two) days! 48 hours.

1.4 Supplemental Information to the RFP

If Income Tax Appellate Tribunal, Mumbai, deems it appropriate to revise any part of this REP or to issue additional information to clarify any section of this REP, it may issue supplements / amendments / addendums / corrigendum etc. to REP.

All such supplements/amendments /addendums/corrigendum etc. shall be uploaded on Income Tax Appellate Tribunal Department's website <https://www.itat.gov.in>.

All such supplements/amendments / Addendums /corrigendum etc., along with this tender document shall be a part of the REP and the bidders shall submit their bids accordingly. **No individual letters/mail will be sent to any bidder for any clarifications/ amendments/addendums/corrigendum etc.**



1.5 Proposal Preparation Costs

The bidder will be responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of bid, providing any additional information required by ITAT, Department, Mumbai to facilitate the evaluation process, and all such activities related to the RFP process. This RFP does not bind ITAT, Department to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

1.5.1 PAYMENT OF TENDER DOCUMENT FEE AND EMD

Sr.No.	Item	Amount (in Rs.)	Reference
1	Bid / Tender processing fee	No fee	The payment for Tender Document fee NIL
2	EMD	1,00,000/-	The payment for Earnest Money Deposit Fee Rs.1,00,000/- (Rupees One Lakh Only) (refundable) can be deposited in online mode only. The bidder will submit the fees online through net banking (RTGS/NEFT) on or before the last date and time of Tender Fees submission.

1.5.2 The Bidders can submit their tender documents (Online) **as per the dates mentioned in the Key Events & Dates.**

1.5.3 The bidders have to complete "**Submission of bids! Bid Preparation & submission stage'(Bidder Stage)**" stage on scheduled time as mentioned **in the Key Events & Dates.** If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.

1.5.4 Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

1.5.5 Bidder can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the work must take place during the stipulated time frame of the Bidder Stage.



1.6 Income Tax Appellate Tribunal, Mumbai Department's Right to Terminate the Process

Income Tax Appellate Tribunal, Department, Mumbai may terminate the bidding process at any time without assigning any reason whatsoever. ITAT, Department, Mumbai makes no commitments, express or implied, that this process will result in a business transaction with anyone.

- ii. This RFP does not constitute an offer by ITAT, Mumbai. ITAT Mumbai may terminate any negotiations at any time without assigning any reason.

1.7 Earnest Money Deposit (EMD)

- i. Bidders shall submit, along with their Bids, Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh only).
- ii. The bids of all bidders shall be valid for a period of 3 months after the last date of submission of bids.
- iii. Bid without adequate EMD will be out rightly rejected without providing any opportunity to the concern bidder.
- iv. ITAT, Department, Mumbai shall not be liable at any time for any interest, margin money or other expenses incurred by a bidder in respect of the EMD.

1.11 Venue & Deadline for submission of bids

Proposals must be submitted online through e-tendering website only as per the details/schedule mentioned in Data Sheet of this RFP. Hardcopy of submitted Bid comprising of Commercial Bid sealed separately and inserted in an envelope duly sealed and super-subscribed as Bid for **"All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in Court rooms for Income Tax Appellate Tribunal, Mumbai"** by 1.00 PM on the last day of submission of Bids.

- ii. The Financial Bid is required to be uploaded on e-tender portal only. The Hard copy of financial bid is not required to be send with Technical Bid. In case , any bidder submit the Hard copy of Financial Bid along with Technical Bid and individually to the O/o Assistant Registrar, ITAT, Mumbai the bid of said Firm will be rejected and not be considered for Technical evaluation.
- iii. Last Date & Time of submission: As per the Data Sheet table.
- iv. ITAT, Department, Mumbai may, at its discretion, extend the deadline for submission of proposal in which case all rights and obligations of the proposed project and the bidders will thereafter be subject to the deadline as extended.
- v. Bidders are strictly advised to refer the clause Instructions to Bidders on Electronic Tendering System for detailed instructions in refer to submission of bids.

1.12 Late bids

Bids received after the due date and the specified time for any reason whatsoever, shall automatically stand rejected.

1.13 General Guidelines for bid opening

Bids will have to be submitted online as indicated in the REP i.e. Technical & Commercial bid only.

- ii. Every page of the Bid Document needs to be clearly stamped & signed by the authorized signatory of the bidder.
- iii. After evaluation the Technical Bids, commercial bids of only those bidders, who qualify in technical evaluation, will be opened.
- iv. All the bids will be opened online in presence of the bidders or their representatives, if present at the time of bid opening. However, if there is no representative of the bidder, ITAT Mumbai may still go ahead and open the bids.

1.14 Bid Opening

Total transparency will be observed while opening of bids. Assistant Registrar, ITAT reserves the right at all times to postpone or cancel a scheduled Tender opening or withdraw the tender due to any administrative reasons without assigning any reason whatsoever. The venue for the online opening of bids is given below:


0/0 Registrar,

**Income Tax Appellate Tribunal,
3rd & 4th Floor, Pratishtha Bhavan,
101, M.K. Marg, Mumbai – 400020.
Maharashtra.**



**2. Proposal for evaluation of Bids: Minimum Eligibility Criteria for prospective bidders:
Bidders should have following eligibility criteria for evaluation of bids as-**

- (a) Have minimum Three (iii) years of experience of supply and installation of Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1) High resolutions camera to Depts./Ministries of the Govt. of India/(PSU s/Autonomous Bodies)/ (a copy of any two orders received from different Depts./Ministries/PSUs/Autonomous bodies during last 3 years may be attached).
- (b) Should have minimum one Office in city for rendering services i.e. All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in Court rooms for the department.
- (c) Have not been blacklisted by the Depts./Ministries of the Govt. of India/Public Sector Undertakings (PSUs)/. Declaration has to be given in the prescribed format- (Annexure-I).
- (d) Documents/Certificates: The Tendering firms/agencies are required to submit the photocopies of following documents:
 - (i) Copy of GST/TI N Registration Certificates & PAN Card.
 - (ii) Copies of Income Tax Returns filed for last one (i) financial years.
 - (iii) Proof of experience in All in One Desktop Computer, Microphone & Sennhelsler Mic (Model:- AND D1 & C1) toner cartridges to Depts./Ministries of the Govt. of India, Public Sector Undertakings (PSU5) (A copy of any two orders minimum of Rs.35,00,000/- received during last 1 year has to be attached).
 - (iv) Bid security declaration & Declaration regarding blacklisting or otherwise. (Annexure-I)



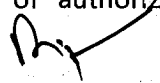
General Rules and Instructions to Prospective Bidders

1. ITAT indents to fix rate contract All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire for supply and installation at Income Tax Appellate Tribunal, Mumbai.
2. **There should be no overwriting / corrections /omissions in the tender documents; no column should be left blank.**
3. SECURITY DEPOSIT: The successful bidder has to furnish Security Deposit (non interest bearing) of Rs.1,00,000/-. If EMD is submitted, the same will be taken as Security Deposit for the successful bidder.
"The Security Deposit with the ITAT shall be returned after two months from the successful completion of the period of contract/final work order & in case of any loss to the Income Tax Appellate Tribunal due to non-compliance of the terms & condition as agreed between the parties, the Security Deposit shall be liable to be forfeited straight way and the bidder will be further liable for any other loss as decided by the Office".
4. The tenders must use only the form issued by the ITAT to fill the rates.
5. Before submitting the tender, prospective bidders are requested to see the requirements, examine carefully the conditions of contract, availability of materials / labour / time factor etc.
6. **The prospective bidder whose bid is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.**
7. The bidder shall maintain proper account of quantity / quality of materials.
8. The ITAT is not bound to accept the lowest tender and reserves the rights to reject any or all the tenders without assigning any reasons therefore.
9. Payment Terms: No advance will be provided.
10. The rate shall be all inclusive, excluding GST, i.e. base rate only. Applicable GST will be paid above base rate.
11. Statutory deductions / TDS will be levied as applicable.
12. ITAT has the right to reject the service and no claim/ explanation to be entertained / accepted if materials used are less than the specified or if deviation is found.
13. The tender shall be valid for a period of 90 days from the date of approval of contract.
14. Prospective Bidders shall quote their unconditional rate strictly as per the list of items specified. Cutting/overwriting, if any, shall be counter-signed.
15. The successful bidder should supply the material in next day as per telephone order, failing which liquidated damages would be levied.

16. The successful bidder should installation of in the premises of ITAT is given any place.
17. **Liquidated Damages for Delay:** Rs.200 /- per day per items.
18. Defects Liability Period: The successful bidder shall make good any defects observed and pointed out by ITAT within the defect liability period of 24 hours.

Scope

- (i) Income Tax Appellate Tribunal, Mumbai, invites online bids for All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire.
- (ii) The requirements of ITAT, Mumbai, for All in One Desktop Computer, Microphone & Sennhelsler Mic (Model:- AND D1 & C1) will be notified to the successful bidder over phone/website (www.itat.gov.in)
- (iii) The All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire shall be done by successful bidder at ITAT, Mumbai and supplied with in same day or prescribed time limit.
- (iv) The successful bidder must perform the service as per time schedule specified. Failure to supply and install the All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire on or before the stipulated date will entail a penalty equal to Rs.250/- per day. The penalty will be deducted from the payments to be released to a bidder and/or the security deposit as the case may be.
- (v) Payment will be made on Monthly Basis, against actual work done. The items will have to be supplied at ITAT, Mumbai No transportation/ cartage charges will be provided for the same.
- (vi) The successful bidder has to maintain record of Spares replaced or repair All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in each machine (along with machine serial number) with Signature of authorized person of User Department.



Specifications:

S. No.	Particulars / Description	
1	Computer systems (All in one)	01 No. PCs
2	Computer systems (All in one) Virtual Hearing.	06 Nos. PCs (6 Court Rooms)
3	Sennhelsler Mic (Model: AND D1)	08 Nos. (02 Court Rooms)
4	Sennhelsler Mic (Model: AND C1)	02 Nos.(02 Courts Rooms)
5	Sennhelsler Controlling Machine Unit	02 Nos. (02 Courts Rooms)
6	Caller Microphone (Lapple) with Connector	14 (07 Court Rooms)
7	Extension wire	07 Nos. wires (3 meters)
8	Camera with High Resolutions	01 No.

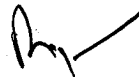
(*The rate to be quoted shall be all inclusive, excluding GST)

EVALUATION OF BIDS

The bidder quoting the lowest total of all the items together will be successful bidder.

Annexure -I (General Information of the Bidders)

1	Name of the Applicant / Firm / Company	
2	Registered Address: Address for Communication:	
3	Contact Information Office Phone Number: Residence Phone Number: Mobile Number: E-Mail:	
4	Status of the Firm: (Please tick appropriate box)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietary Firm <input type="checkbox"/> Individual
5	Registration Details Companies/ Firm Registration Number & Date: Sales Tax Registration No.: Income Tax PAN, TIN: GSTIN: Others, if any:	
6	Please confirm that you will supply the items as per NHM specifications, within the time period mentioned.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	The bidder quoting the lowest total of all the items together will be successful bidder. Please confirm your acceptance.	Yes <input type="checkbox"/> No <input type="checkbox"/>



8	<p>If you are becoming L-1, please confirm that, you are willing for refilling of toner cartridges for a duration of Two Years at the same rate.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
9	<p>Please confirm that you have quoted your price only in Part B (Price Bid) and not anywhere in Part A (Technical Bid).</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexure.
3. I / We agree that the decision of ITAT, Mumbai in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.



Declaration for Authenticity of Documents submitted

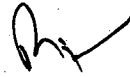
I, authorized representative of _____, hereby solemnly undertake that all the requisite Forms / Declarations / Covering Letter / Annexure / Documents submitted as part of Technical and Financial bids are in the same format as given in the RFP and shall not include any conditional statements. Deviations (if any) from the defined scope of proposed project are explicitly mentioned in this document.

In the event of any change /deviation from the factual information/declaration Income Tax Appellate Tribunal, Mumbai, reserves the right to terminate the contract without any compensation to the bidders.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:



Declaration for Completeness of the Bidding Documents

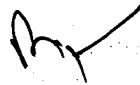
I, _____, hereby solemnly affirm that the complete requirements of the REP (and inter alia the SLAs) has been understood and has been factored in the documents submitted as a part of proposal/bid for "All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire".

I also confirm that the Firm/Company is not Blacklisted or Banned by any State / central Government or any Government Institution in India. In the event of any deviation from the factual information/ declaration Income Tax Appellate Tribunal, Mumbai, reserves the right to terminate the contract without any compensation to the bidder.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:



PRICE BID

Subject:- All in One Desktop Computer, Caller Microphone, Sennhelsler controlling machine unit, Sennhelsler Mic (Model:- AND D1 & C1), High resolutions camera & Extension wire in Court rooms.

S No.	Particulars/Description	Requirement	Unite Rate
1	Computer systems (All in one)	01 No. PCs	
2	Computer systems (All in one) Virtual Hearing.	06 Nos. PCs (6 Courts Rooms)	
3	Sennhelsler Mic (Model: AND D1)	08 Nos. (2 Courts Rooms)	
4	Sennhelsler Mic (Model: AND C1)	02 Nos. (2 Courts Rooms)	
5	Sennhelsler Controlling Machine Unit	02 Nos. (2 Courts Rooms)	
6	Caller Microphone (Lapple) with Connector	14 No. (7 Courts Rooms)	
7	Extension wire	07 Nos. wires (3 meters)	
8	Camera with High Resolutions	01 No.	
TOTAL AMOUNT (in figures)			
<i>Total Amount in Words</i>			

(The rate quoted above shall be all inclusive, excluding GST. GST will be paid over and above the rate, as applicable).

Signature of the Bidder

