



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
INCOME TAX DEPARTMENT

OFFICE OF THE INCOME TAX OFFICER, WARD-1, MANCHERIAL,  
Second Floor, Ravindra Hospital, Bellampally Road, Mancherial, Telangana-504209  
F.No.ITO/W1/MNCL/Batteries/2020-21/1 Date: 25.09.2020

**NOTICE INVITING TENDER FOR SUPPLY OF BATTERIES FOR UPS**

Sealed tender in prescribed format are invited from the Suppliers/ Firms having valid GSTN Clearance certificate, income tax clearance certificate and PAN Card of the items for supply of 8 Nos. batteries for UPS (CONSUL make) for supply to O/o. Income Tax Officer, Ward-1, Mancherial. The Tender paper complete in all respects should reach the O/o. Income Tax Officer, Ward-1, Mancherial up to **3:00 PM on or before date 05.10.2020** with super scribing on the top of the envelop as "**SUPPLY OF BATTERIES**". The tender paper shall be available at O/o. Income Tax Officer, Ward-1, 2<sup>nd</sup> Floor, Ravindra Prasad Hospital, Bellampally Road, Mancherial, Telangana during the office hours from date **25.09.2020**. The prescribed tender schedule can also be downloaded from the Website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in). Opening of Financial and technical bids on **06.10.2020** at **3.00 PM** in the Office chamber of **Addl. Commissioner of Income Tax, Karimnagar Range, AayakarBhavan, Karimnagar** in presence of the Purchase Committee constituted for this purpose and the bidders or their authorized representative. If due to any exigency, the due date for opening of the bids is declared as a closed holiday, the bids will be opened on the next working day at the same time or any other day/time, as intimated by the buyer. The tenderer should submit the attested copy of valid GSTN clearance certificate, income tax clearance certificate and PAN Card along with the tender paper. The rate should be inclusive of all taxes and shall furnish the effective sale and source certificate and deliveries of the materials are to be made in the O/o. Income Tax Officer, Ward-1, Mancherial. The successful tenderer shall supply the materials within 15 days from the date of the receipt of the supply order in the O/o. Income Tax Officer, Ward-1, Mancherial. No transportation cost will be given to the selected supplier. The successful bidder shall supply the materials in the approved rate. This office is not responsible for any kind of delay in receipt of the tender documents. If the successful tenderer will not supply the materials in the approved rate, the EMD shall be forfeited and credited in to the account of the Income Tax Officer, Ward-1, Mancherial.

The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

(C. MAHENDER BABU)  
Income Tax Officer  
Ward-1, Mancherial

**SPECIFICATION/ TECHNICAL AND FINANCIAL BID FOR SUPPLY OF BATTERIES.**

1. The specification and the quantity of Batteries (for CONSUL make) to be supplied are as per Annexure-IV.
2. The bidders should submit bids in two envelopes, one containing the financial bid indicating the unit cost and the other should be the technical bid only. Both the envelopes should be super scribed accordingly. Both the covers should be placed in a big sealed cover super scribing "**SUPPLY OF BATTERIES FOR UPS (for CONSUL make) TO O/o. INCOME TAX OFFICER, WARD-1, MANCHERIAL**".

**2 (a) TECHNICAL BID**

The Technical bid should contain the following.

- I. Name and address of the bidder.
- II. Telephone number and email address of the bidder.
- III. Name and address of the proprietor/Managing Partner/Managing director with telephone numbers.
- IV. Past experience.
- V. Copy of the Annual Income & expenditure for last two years.
- VI. Photocopies of latest income tax return for last Two Years.
- VII. Self attested copy of GST No.
- VIII. Self attested copy of PAN card.
- IX. Latest Trade License of firm for commercial activities.
- X. Self attested copies of VAT cleared earlier/ GSTN and up-to-date tax payment clearance.
- XI. DD of Rs.2,500/- towards EMD.
- XII. Letter of acceptance of terms and conditions of tender in the prescribed format (See Annexure-V).
- XIII. Undertaking for Blacklisting/Non-Blacklisting (See Annexure-VI).

**2 (b) FINANCIAL BID**

- I. The financial bid should contain the Unit price for supply of Batteries for supply to O/o. Income Tax Officer, Ward-1, Mancherial in the prescribed format in Annexure — IV of the tender paper and the price quoted must be inclusive of all taxes, loading, unloading, transportation and delivery at Income Tax Office, Mancherial with buyback of batteries. .
- II. The budget for procurement of Batteries (For CONSUL make) is **Rs.60,000/-** (Rupees Sixty Thousand) only. The ceiling amount of Rs.60,000/- includes transportation and tax as applicable.

The Financial bid should be filled in properly and legibly without any correction/ over writing. It should also contain the price quote for buyback of batteries. The rate and units should be written both in words and figures and it should be serialized. The rate quoted should be final and the tender shall not be allowed to change the same under any circumstances.

**TERMS AND CONDITIONS FOR SUPPLY OF BATTERIES FOR UPS (CONSUL MAKE)**

1. Price Validity of the batteries to be supplied should be 120 days from bid due date.
2. The bidder has to sign in each of the tender paper as a token of acknowledgement of acceptance of the Terms, conditions, Specification etc.
3. Letter of acceptance of terms and conditions of tender in the prescribed format (See Annexure-V) to be submitted by the bidder along with technical bid.
4. Undertaking for Blacklisting/Non-Blacklisting (See Annexure-VI) to be submitted by the bidder along with technical bid.
5. The bidder should deposit Rs.2,500/- (Rupees Five thousand) towards EMD (Earnest Money Deposit) in the form of Demand Draft from State Bank of India payable at Mancherial drawn/ pledged in favour of the **Income Tax Officer, Ward-1, Mancherial** along with the tender in Technical bid. The amount will be refunded in case of unsuccessful bidders without interest.
6. Earnest Money deposited by the successful bidder will be retained with Income Tax Officer, Ward-1, Mancherial which will be refunded after successful completion of 70 days from the date of installation of batteries. The whole or part of the EMD will be forfeited for irregular performance or breach of any terms(s) and condition(s) of agreement during the period of Earnest Money.
7. Non – submission or incomplete submission of documents may lead to rejection of offer.
8. Tenders received after the stipulated date and time or without sample shall be liable for rejection.
9. The Authority reserves the right to reject any or all tenders received without assigning any reason thereof.
10. The bidder will be selected through the Local Purchase Committee Chaired by the Addl. Commissioner of Income Tax, Karimnagar Range, Karimnagar.
11. The bidder finalized for supply of Batteries should fully understand the expected quality & quantity of production along with specification of the Batteries.
12. The successful bidder shall supply the Batteries as per specification Income Tax Officer, Ward-1, Mancherial in good condition.

13. The successful bidder shall be required to supply, install, test & commission the batteries at the O/o. Income Tax Officer, Ward-1, Mancherial within 15 Days of the Supply/purchase order placed with the supplier.
14. The supplier will hand over delivery Challan in support of delivery of batteries at O/o. Income Tax Officer, Ward-1, Mancherial along with his claim bill.
15. The ITO, Ward-1, Mancherial will acknowledge the receipt of the Batteries.
16. Payment will be made to successful bidders through ECS system in INR only after successful and satisfactory supply, installation, testing and commissioning of supplied products on normal credit basis after completion of all contractual obligations. Part payment against Part supply within schedule delivery period will not be admissible. The details for e-payment are to be provided in the mandate form duly countersigned by the Banker (Mandate form will be provided with purchase/Supply order).
17. In case of disputes about the quality, the Addl. Commissioner of Income Tax, Karimnagar Range, Karimnagar will initiate an enquiry and take suitable action including debarment against the supplier.
18. If any question or dispute shall at any time arise between the parties here to touching or arising out of or in respect of this supply, then the same shall be referred to the appropriate court in Mancherial, Telangana whose decision will be final, conclusive and binding on both the parties.
19. The bidders are required to submit the documents as per the Annexure- III.



(C. MAHENDER BABU)  
Income Tax Officer  
Ward-1, Mancherial

**Format for Technical Bid**

Sl. No.	Description of Requirement	To be filled by the bidder
I.	Name and address of the bidder	
II.	Telephone number and email address of the bidder	
III.	Name and address of the proprietor/Managing Partner/Managing director with telephone numbers	
IV.	Past experience	
V.	Copy of the Annual Income & expenditure for last two years.	
VI.	Photocopies of latest income tax return for last Two Years	
VII.	Self attested copy of GST No.	
VIII.	Self attested copy of PAN card	
IX.	Latest Trade License of firm for commercial activities	
X.	Self attested copies of VAT cleared earlier/ GSTN and up-to-date tax payment clearance.	
XI.	DD of Rs.2,500/- towards EMD	
XII.	Letter of acceptance of terms and conditions of tender in the prescribed format (See Annexure-V).	
XIII.	Undertaking for Blacklisting/Non-Blacklisting (See Annexure-VI)	

XIV.	<b>Availability of Service Centres:</b> Bidder must inform Functional Service Centre in the District of Consignee's of consignee's Location in case of carry-inwarranty.(Please attach evidence of Service Centre/Office location)	
	<b>Note: Only required Documents are Superfluous, old or unnecessary extra documents may lead to rejection of tender</b>	

Dated:

Place:

Signature of the bidder with seal

**Financial Bid for supply of batteries for UPS (CONSUL make)**

I/We do hereby submit the tender to supply the below mentioned-items for supply of 8 Nos. of Batteries for delivery at O/o. ITO, WARD-1, MANCHERIAL in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

1. Name of the Supplier :  
( In Capital Letters)
2. Detailed Address for communication :
3. Telephone/ Fax Number/Mobile No. :
4. Email address :

**Details of content of each complete set with quantity & price (for supply)**

Sl. No.	Particulars	Specification	Make of the battery with year of manufacture	Unit price quoted	
				In figure	In Words
1	Batteries (8 No's)	Voltage: 12 Volts Warranty: 24 Months Capacity: 120 Ah			

**Details of content of each complete set with quantity & price (for buyback)**

Sl. No.	Particulars	Specification	Unit price quoted	
			In figure	In Words
1	Exide PowerPlus Batteries (8 No's)	Voltage: 12 Volts Capacity: 120 Ah		

N.B: The price of each Battery which is to be quoted must include the cost of transportation and TAX as applicable.

The price is valid for a period of 120 days from bid due date.

Signature of the bidder with address and Seal

Date:

Place:

**UNDERTAKING**  
**LETTER OF ACCEPTANCE FOR UNDERTAKING OF TERMS AND CONDITIONS OF TENDER**

To

The Income Tax Officer,  
Ward-1, Mancherial.  
2<sup>nd</sup> Floor, Ravindra Prasad,  
Bellampally Road, Mancherial  
Telangana - 504209

**Sub :** letter of acceptance for undertaking of terms and conditions of tender – Reg.  
**Ref:** Your Tender No: F.No.ITO/W1/MNCL/Batteries/2020-21/1 Dated: 25.09.2020

Dear Sir,

I/We undertake that all the terms and conditions as laid in the attached pages and anywhere in the tender and its subsequent corrigendum if any, are accepted by the company/firm and will abide by them.

I/we further undertake that the information given in this tender are true and correct in all respects and we hold responsibility for the same.

I/We shall be responsible for rejection /cancellation of contract if the services provided are not found up to the mark and if the services provided are not accordance with the job order.

Having the conditions of contract and services to be provided we, undersigned, offer to supply and install the **8 Nos. of UPS Batteries (12 V, 120 Ah ) without Rack for UPS On buy back basis** with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

We undertake to enter into contract within one week of being called upon to do so on our own expenses and agreement will be binding on us.

We agree to abide by this Bid for a period of 6 months from the date fixed for Bid opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Date:

(Signature of bidder with address & Seal).

Place:

**(Authorized signatory )**

**CERTIFICATE/UNDERTAKINGDECLARATION REGARDING BLACKLISTING/  
NON-BLACKLISTINGFROM TAKING PART IN GOVT. TENDER BY INCOME TAX DEPT OR ANY  
OTHER GOVT. DEPT**

I / We, Proprietor / Partner (s) / Director (s) of M/s.....  
..... hereby declare  
that the firm/company namely M/s .....  
..... has not been  
blacklisted or debarred in the past by GSI or any other Government organization from  
taking part in Government tenders.

**Or**

I / We, Proprietor / Partner (s) / Director (s) of M/s..... hereby declare  
that the firm/company namely M/s ..... was blacklisted or  
debarred by GSI or any other Government Department from taking part in Government  
tenders for a period of    years w e . f    .....  
The period is over on..... And now the firm/company is  
entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/  
contract will be rejected/ cancelled by the Income Tax Officer, Ward-1, Mancherial.

In addition to the above O/o Income Tax Officer, Ward-1, Mancherial will not be  
responsible to pay the bills for any completed/ partially completed work.

Signature  
Name  
Capacity in which as signed:  
Name and address of the Firm:

Date:

Place: