



मुख्य आयकर आयुक्त का कार्यालय

Office of the Chief Commissioner of Income Tax, Hyderabad

चौथी मंजिल, ए ब्लॉक, आयकर शिखर, मासाब टैंक, हैदराबाद

9<sup>th</sup> Floor, 'A' Block, I.T.Towers, Masab Tank, Hyderabad.

F.No. CCIT/Hyd/Purchase of PC/2023-24

Dated: 16/01/2024

Short Tender Notice

Subject	O/o the CCIT, Hyderabad invites bids for 9 All in one Computers.
Schedule	Last date and time for receipt of Bids : 29/01/2024 01:00 PM Date and Time for opening of Bids : 29/01/2024 03:00 PM
1	Any deviations in format may make the bids liable for rejection.
2	Bids should be valid at least for a period of 60 days from the date of bid opening.
3	CCIT, Hyderabad reserves the right to accept or reject any or all the bids without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any notice.
4	Conditional bids not acceptable and liable for rejection.
5	L1 will be arrived considering total amount quoted in the financial bid.
6	Delivery and Installation Period: 1 Week from date of receipt of Purchase Order
7	EMD: Bidder should submit EMD of Rs. 25,000/- in the form of Bank DD at ZAO, CBDT, Hyderabad valid up to 31/05/2024 from any scheduled bank in favor of ZAO, CBDT, Hyderabad. EMD will be returned to unsuccessful bidders after issue of Orders to L1 bidder. The EMD of the successful bidder will be returned after supply of the items to the Department.
8	Delivery & Installation: 1. Successful Bidder shall deliver and install the goods/services within the delivery and installation period. For any delays in delivery and installation beyond delivery & installation period mentioned in the purchase order, Bidder will be liable for penalties as mentioned in Clause 10.
9	Payment Terms: For all the items: 1. 90 % payment on delivery & successful installation of items 2. 10% Balance will be paid after submission of Acceptance Test by ITD
10	Penalty for late delivery/Installation : For any delay in deliver/install, Bidder will be liable for penalties as follows: 1. 1% of the late delivered/Installed goods for One week or part thereof; 1.5%, for Two weeks or part thereof; 2% for Three weeks or part thereof and so on up to a maximum of 10% on the value of late delivered goods. 2. If any delay is for more than 30 days, ITD will reserve the right to cancel the order without giving any notice and EMD will be liable for forfeiture.
11	After Delivery: The items are to be installed as per time schedule.

Bidding Procedure (Item-wise): Bids should be submitted in two parts namely, "Technical bid" and "Financial bid" in separate covers in one sealed envelope. Bidder should submit all the required formats and documents as mentioned in the tender document.

1. Bid Letter Form and EMD amount
2. Firm Registration certificate /ROC Copy, GST & PAN copies
3. Firm Turnover: Audited balance sheets / CA certificate
4. Form T1 (Technical Bid Format)
5. Form U1 (Undertaking of authenticity for Hardware)
6. Form F1 (Financial Bid Format)
7. Form F2 (Annual turnover for FY 2020-21, 2021-22 & 2022-23)
8. Any other documents as per tender document, if any.

**Tender to be submitted in the box provided at O/o PRO, IT Towers, AC Guards, Masab Tank, Hyderabad-500 004.**

13 Technical and Financial Bid: On site.  
Bidders are requested to submit the bids after issue of amendments/clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, before bid submission time & date.

14 Delivery Location(s): As directed by the Department

15 Taxes and duties: The supplier shall be entirely responsible for all taxes, any other future taxes as per the then prevailing laws established by the Government or Statute duties, license fee, GST, road permits etc., incurred until delivery of the Purchase Ordered Goods/services at the site of the user or as per the terms of tender document if specifically mentioned.

16 Evaluation of technical bids:  
Technical bid documentation shall be evaluated in two sub-steps.  
a) Firstly, the documentation furnished by Bidder will be examined prima facie to see if the offer made, technical skill base and financial capacity and other bidder attributes claimed therein are consistent with the needs of this project.  
b) In the second step, ITD may ask bidder(s) for additional information, document copies, if required, visit to bidder's site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.  
Evaluation of financial bids:  
a) Financial bids of those bidders who satisfy all phases of the pre-qualification and technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. ITD will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid ITD may at its discretion discuss with bidder(s) available at this stage to clarify contents of financial offer.  
b) ITD reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Purchase Order, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

Signing of issue of Purchase Order:

At the same time as the Tender committee notifies the successful bidder that its bid has been accepted, the ITD will issue Purchase Order.

17 The tender forms can be downloaded from [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) from 11.01.2024(04:00 PM) to 24.01.2024(11:00 AM).  
The Income Tax Department, Hyderabad reserves the right to accept/reject any or all the quotations without assigning any reasons. For more details website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in) may be visited.

*Asit Kumar Mohapatra*

**असित कुमार महापात्र, चा.त.से.**  
**ASIT KUMAR MOHAPATRA, I.R.S.**  
मुख्य आयकर आयुक्त (आई/ति)  
Chief Commissioner of Income Tax (IC)  
हैदराबाद / Hyderabad

**Bid Formats**

**Bid Letter Form**

From:  
(Registered name and address of Bidder.)

To:  
O/o. Chief Commissioner of Income Tax,  
Income Tax Towers, 9<sup>th</sup> Floor D - Block,  
A.C. Guards, Hyderabad- 500004, Telangana,  
India.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the works including supply, delivery installation of hardware, firm wares and software as the case may be, in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call in F.No. CCIT/Hyd/Purchase of PC/2023-24 dated 10/01/2024 or its part assigned to us in conformity with the said bidding documents for an amount quoted in financial bid accordance with the schedule of prices attached herewith and coverage options made by ITD or its user organization.

If our bid is accepted, we undertake to;

- a. provide services/execute the work according to the time schedule specified in the tender document,
- b. obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the Purchase Order, and
- c. agree to abide by the bid conditions, including corrigendum, if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place :  
Date :

Signature of Bidder & Stamp

**Form U1 - Sub: Undertaking of authenticity for Hardware**

This has reference to Hardware items being supplied/quoted vide Tender call in F.No. CCIT/Hyd/Purchase of PC/2023-24. We hereby undertake that all the components/parts/assembly/software used in the Hardware/ Software like Hard disk, Monitors, Memory etc shall be original new components/parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts assembly/software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked by you in the purchase order shall be supplied along with the authorized license certificate (eg Product Keys on Certification of Authenticity in case of Microsoft Windows Operating System) and also that it shall be sourced from the authorized source (e.g. Authorized Microsoft Channel in case of Microsoft Operating System)

Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM supplier's within a reasonable time.

In case we are found not complying with above at the time of delivery or during installation, for the Hardware / Software already billed, we agree to take back the Hardware/ Software if already supplied and return the money if any paid to us by you in this regard.

Authorized Signatory

Name & Designation

Technical Bid Format - Form T1

**All-In-One Computers - 22 Nos - HP INTEL CORE i7 ALL IN ONE with 23.8" monitor**

Component	Specifications	Compliance (Yes/ No)
Make & Model	HP 440 G9 AIO i7 12700 161256SSD3 Wifi 27" monitor and 23.8" Monitor	
Processor	12th Gen Intel® Core™ i7 (25 MB cache, 12 cores, 12 threads, up to 4.60 GHz Turbo)	
Motherboard	OEM Mother Board - Intel Q series	
Chipset	Compatible Chipset Series	
RAM	8 GB: DDR4, 3200 MHZ	
Hard Disk	512 GB, M.2, PCIe NVMe, SSD	
Operating System	Windows 11 Home + Microsoft Office	
Display Monitor	27" and 23.8", FHD 1920x1080, 60Hz, Non-Touch, Anti-Glare, Infinity Edge, <b>Narrow Border</b>	
Graphics	Intel® UHD Graphics	
Camera	1080p at 30 fps, FHD RGB+IR camera	
Stand	Triangle stand	
DVD R/W	ODD	
Ports	1 USB 3.2 Type-C Gen 2 port 3 USB 3.2 Gen 1 ports with Power on/Wake-up support 1 HDMI-out 1.4b / HDCP 2.3 port 1 HDMI-in 1.4b / HDCP 1.4 port 1 Power-adaptor port 1 RJ45 Ethernet port 1 USB 3.2 Gen 2 port with Power Share 1 Universal headset jack	
Slots	1 M.22230 / 2280 slot for PCIe solid state drive 1 M.2 2230 slot for Wi-Fi and Bluetooth combo card 1 SATA 3.0 slot 1 SD-card slot	
Exterior Chassis Materials	Rear Cover / Mid Frame - Plastic Resin	
Keyboard & Mouse	English US non-backlit wireless keyboard and mouse	
Audio and Speakers	Bluetooth Stereo speakers SW x 2 with Dolby Atmos	
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card	
Power	90 W AC adapter, 4.5 mm barrel, 150 W AC adapter, 4.5mm barrel	
Anti virus	Pre-Loaded with latest version of Antivirus : Symantec/MacAfee/ Bitdefender/ Kaspersky I Trend Micro/Checkpoint /Quickheal/ K7 /Etrust/eScan with following features anti-virus, USB protection, Antispyware, Anti-malware, Firewall, Intrusion Prevention Browser protection with single management console with 3Years subscriptions with support updates and patches.	
Warranty	3 Years Basic Onsite Service after remote diagnosis with Hardware-Only Support	

Place :

Date :

Signature of Bidder and Stamp

**Financial Bid Format - Form F1**

S. No	Item details with make and model	Unit Price without taxes (Rs.)	Taxes/ Duties etc on unit price (Rs.)	Unit Price with all taxes (Rs.)	QTY (Nos.)	Total price with taxes and duties etc (Rs.)
1	HP INTEL CORE i7 ALL IN ONE with 27" monitor				4	
2	HP INTEL CORE i7 ALL IN ONE with 23.8" monitor				5	
Total Price incl. of all taxes (Rs.)						

**Delivery Location: O/o CCIT, Hyderabad, Income Tax Towers, 9<sup>th</sup> Floor, Block D, AC Guards, Hyderabad-500004.**

Place:

Signature of Bidder & Stamp

Date:

Form F2 – Financial Turnover Details

	March 31st 2021	March 31st 2022	March 31st 2023
Turnover (in INR crore)			
Profit Before Tax (in INR crore)			
Net Worth of Company / Firm			

Note: Copies of Income Tax Returns for the above years should be submitted.

Place :  
Date :

Bidder's signature and Seal