



**GOVERNMENT OF KARNATAKA
(DEPARTMENT OF COMMERCIAL TAXES)**

**OFFICE OF THE ADDITIONAL COMMISSIONER OF COMMERCIAL TAXES
(ENFORCEMENT), SOUTH ZONE**

**Vanijya Terige Karyalaya-02, NGV Housing Complex, Rajendranagar,
Koramangala, Bengaluru-560047
Telephone: 08025704819 / Fax: 08025704972**

No. ADCOM(ENF)/SZ/ST/CR-01/2017-18

Date : 27-06-2019

e-TENDER NOTIFICATION

1. The Additional Commissioner of Commercial Taxes (Enforcement), South Zone, Bengaluru (herein after called as "CTD") is in the process of procuring Stationery articles for use in their wing.
2. As part of the procurement process tenders are now invited in two cover system **through e-Procurement platform** for supply of Stationery articles.
3. The specifications of the Stationery articles are at Annexure-1, provided that the Tender Accepting Authority reserves the right to vary the quantity of Stationery articles required to the extent of 25% either way of the notified requirement.
4. The authorities and schedule for tender process are as under:

1.	Designation and address of the procuring entity	Additional Commissioner of Commercial Taxes (Enforcement), South Zone, 3 rd Floor, 'Vanijya Therige Karyalaya - 2', Near NGV, Koramangala, Bengaluru-560 047
2.	Name of the project for which procurement is to be effected	For use in the Enforcement activities
3.	Last date for submission of pre-bid query	24-07-2019 within 4:00 PM
4.	Pre-bid meeting	25-07-2019 at 3:00 PM
5.	Last date for response on pre-bid query by	26-07-2019 within 4:00 PM
6.	Last date and time for receipt of bid	29-07-2019 within 5:00 PM
7.	Date, time and venue for opening of technical bid;	31-07-2019 at 11:00 AM Venue: Additional Commissioner of Commercial Taxes (Enforcement), South Zone, 3 rd Floor, 'Vanijya Therige Karyalaya - 2', Near NGV, Koramangala,

		Bengaluru-560 047
8.	Date, time and venue for opening of commercial bid;	02-08-2019 at 03:00 PM Venue: Additional Commissioner of Commercial Taxes (Enforcement), South Zone, 3 rd Floor, 'Vanijya Therige Karyalaya - 2', Near NGV, Koramangala, Bengaluru-560 047
9.	Telephone No. and e- mail ID for contact	080-25704971, 25704819 adcomenfsz@gmail.com

Tender document can be downloaded from the website <http://ctax.kar.nic.in> or from <http://eproc.karnataka.gov.in/>.

5. The bids should be submitted through e-Procurement platform vide <https://eproc.karnataka.gov.in/>
6. **The following are the Pre-Qualification Terms & Conditions under this tender notification.**
 - i. The bidder should satisfy all the terms and conditions.
 - ii. CTD will not deal with any entity other than the authorized bidder, whatsoever the nature of its relation with the bidder.
 - iii. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Tender.
 - iv. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Karnataka.
7. **Technical Bid:** The Technical bid should be complete in all respects and contain all information about the Stationery articles as specified in Annexure-1 of this document. It should not contain any price information. However it should confirm that all required rates have been quoted in Commercial Offer (CO), without showing the actual amounts in the Technical Bid. It is mandatory to submit all the details in the prescribed formats duly filled in, along with the offer. The CTD, at its discretion, may not evaluate a technical bid in case of non- submission or partial submission of technical details. The technical bid must be submitted by the bidder to the CTD in an organized and structured manner, as specified.

i. Criteria for Technical Bid

Sl. No	Criteria	Documents Required
1	Bidder should submit a declaration for having an office in Bengaluru	(Refer Annexure-2)
2	i. The bidder should be a company registered under the Companies Act, 1956/2013 or a Limited Liability Partnership Firm	Certificate of Incorporation / Other Certificates / documents and Commencement of Services. (Refer Annexure-3)

	<p>registered under the Limited Liability Partnership Act, 2008 or a Partnership firm registered under the partnership Act, 1932 or a person registered under the GST Act, 2017.</p> <p>ii. Bidder should have valid GSTIN under GST Act and Permanent Account Number (PAN) issued by the Income Tax Department, GOI.</p>	<p>Copy of certificate of GSTIN under GST Act and Permanent Account Number (PAN) card issued by the Income Tax Department, GOI should be provided. (Refer Annexure-3)</p>
4	<p>The bidder should have more than 50 Lakhs annual turnover during the last 3 years (2015-16, 2016-17 and 2017-18).</p>	<p>Certified copy from Chartered Accountant(Audited Balance Sheet Copies) shall be provided as per the format given in Annexure-4</p>
5	<p>The Bidder should not be have been blacklisted by the Government of Karnataka or any of its department/agency or by Central / any other State/UT Government or its department/agency for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices for any reasons whatsoever as on the time of bidding</p>	<p>A declaration signed by Authorized signatory as per Annexure-5.</p>
6	<p>Submission of Declaration of Acceptance of Terms & Conditions to Tender in the given format.</p>	<p>A declaration signed by Authorized signatory as per- Annexure-6</p>
7	<p>The bidder should possess ISO certification for IT and IT enabled services (ISO 9001:2015) and have completed at least one year as on 31st March 2019.</p>	<p>Upload copy of ISO Certificate</p>

8. Scope of Work

- i. The bidder should supply Stationery articles as per the requirements mentioned in Annexure-1 of this tender notification to the office of the Additional Commissioner of Commercial Taxes (Enforcement), South Zone, 3rd Floor, 'Vanijya Therige Karyalaya - 2', Near NGV, Koramangala, Bengaluru-560 047.

Provided that the Tender Accepting Authority reserves the right to vary the quantity of Stationery articles required to the extent of 25% either way of the above requirement.

9. Conditions of Bid

- i. Bids should be valid for a period of 120 days from the last date fixed for submission of bids.
- ii. Bidders should pay EMD of Rs.10,000 (Rupees Ten Thousand Only)
- iii. The bidder can pay the EMD in the e-Procurement portal using any one of the following payment modes:
 - Credit Card
 - Internet Banking (Direct Debit)
 - National Electronic Fund Transfer (NEFT)
 - Over the Counter (OTC)
- iv. The supplier's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling A/c held at ICICI Bank. For details on e-Payment services and process refer to e-procurement portal.
- v. EMD would be returned to the unsuccessful bidders soon after the finalization of the bid. The successful bidder's EMD will be returned after furnishing of Performance Bank Guarantee.
- vi. **Commercial Bid:** Commercial Bid shall be filled, uploaded, encrypted by the Digital Signature of the Bidder.
- vii. 'Price', will be inclusive of all the costs such as Transportation, Taxes & Duties. The bidder should mention net value of the product to be supplied and tax element (GST etc.) separately and then put the total value in the financial bid document. The price should be quoted as per the Annexure-1 appended to this tender document.
- viii. CTD reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 5 days from the last date for submission of bids. The CTD may amend any of the bid terms, which would be communicated/ indicated to the bidder as addendum/ corrigendum to bid document in the e-Procurement portal. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.
- ix. Communication from CTD will, inter alia, be by e-mail id provided in the bid document. Bidders may provide alternate e- mail id for further communication.
- x. The Earnest Money Deposit (EMD) may be forfeited, if the bidder withdraws his bid during the period of bid validity or in case of successful bidder's failure to furnish the performance bank guarantee.
- xi. The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.

10. Evaluation of bid:

- A. **Prequalification Evaluation:** The CTD will first scrutinize the eligibility of the prospective bidders as per "Prequalification criteria" mentioned in clause 6 and 7 above, based on the documents submitted by the bidder. The offers of the bidders who fulfill the mentioned prequalification criteria will be taken up for further scrutiny i.e. the technical evaluation.

B. Technical bid evaluation:

- i. CTD will scrutinize the technical offers. In the evaluation, CTD will determine whether the technical details along with documents furnished are as per bid requirements and whether item is quoted as per the Annexure.
- ii. The technical evaluation will be done on the basis of the information provided by Bidder against the specifications furnished with regard to the materials to be supplied.
- iii. Only those bidders who qualify in the technical evaluation will be treated as qualified for the commercial evaluation.

C. Commercial Bid Evaluation:

- i. Commercial bid offers of only those bidders who qualify technically shall be opened on the date and time specified in the bid schedule.

11. Award of Contract

- i. The Contract will be awarded to the successful bidder(s) which is having lowest commercial offer and selected as per clause 11. The decision of CTD is final in this regard.
- ii. Purchase order, will be issued to the successful bidder, in the CTD format.
- iii. Commercial Taxes Department reserves the right to reject all or any of the tenders.
- iv. The successful bidder should enter into an agreement with CTD within 10 days of the receipt of the award of the contract based on the terms and conditions contained in this bid document.
- v. The bidder should complete the work of supply within the stipulated period as in clause 12.1 below.
- vi. The duration of contract is for a period of 12 months, extendable for further period not exceeding one year by mutual consent. However, the contract can be terminated by either party on two months return notice.
- vii. If the services of the successful bidder are not found satisfactory and if any one of the conditions of the contract agreement is violated, the department reserves the right to terminate the contract prematurely without assigning any reason there for. In case of any dispute, the jurisdiction of the court shall be at Bengaluru.


12. Supply of Stationery Articles:

- i. Supply of the Stationery Articles must be completed within 15 (fifteen) days from the date of issue of purchase orders issued periodically during the current financial year and during the extended period.
- ii. 100% of the contract value will be released within 40 days of supply of Stationery articles, in the office of the Additional Commissioner of commercial Taxes (Enforcement), south Zone, Koramangala, Bangalore.
- iii. Note: In e-Procurement Portal, supplier has an option of withdrawing the bid by digitally signing to withdraw/cancel bid before the bid submission time /date.

Help Desk e(Procurement) : **080-25501216/25501227**

e-mail: hphelpdesk.blr@intarvo.com

Support timings: 9.00 am to 9.00 pm of all working days.


Additional Commissioner of Commercial Taxes
(Enforcement), South Zone, Bengaluru

(ಜಾರಿ) ವ್ಯಕ್ತಿ ವಲಯ
ಬೆಂಗಳೂರು-47

ANNEXURE - 1:

Requirements

Sl. No	Description of Goods	Quantity
1	A4 Size Paper Pure White - 75 GSM	300 reams
2	A4 Size Paper Cream - 75 GSM	200 reams
3	File tags (6 inches)	100 bundles
4	Single Hole punch	10 Nos
5	Scissors (Small)	10 Nos
6	File Board	1000 Nos (Two Color)
7	Buff Paper (With Printed text)*	1000 Nos
8	Stapler small HD 100	10 Nos
9	Stapler big HD 45	05 Nos
10	Gel Pen (Green ink)	30 Nos
11	Gel Pen (Blue ink)	30 Nos
12	Gel Pen (Red ink)	10 Nos
13	Envelopes window 9"X4"	5000
14	Envelopes window 10.5"X4.5"	2000
15	Box file	50
16	Cora cloth	200 Mtrs
17	Plastic trays	10 Nos
18	Jump Clips (Plastic coated)	25 Box
19	Cellophane Tape	20 Nos
20	Double Hole punching machine	10 Nos
21	Dust Bin	10 Nos
22	Scissors Big	4 Nos
23	Spring file Blue colour with printed text*	500 files
24	Spring file Pink colour with printed text*	500 files
25	Sketch Pen(6 Colours)	20 Sets
26	Permanent Marker Pen (Black and Green)	10 Nos.
27	HP 88A cartridge	25 Nos.
28	HP 78A toner remanufacturing kit	150 Nos.
29	HP 12A toner remanufacturing kit	10 Nos

***Note: Printed text is as per the Annexure-1A**

ANNEXURE - 1A:



ವಾಣಿಜ್ಯ ತೆರಿಗೆಗಳ ಇಲಾಖೆ

ವಾಣಿಜ್ಯ ತೆರಿಗೆಗಳ ಅಪರ ಆಯುಕ್ತರವರ ಕಛೇರಿ(ಜಾರಿ),
ದಕ್ಷಿಣ ವಲಯ, ಬೆಂಗಳೂರು

**Office of the Addl. Commissioner of
Commercial Taxes (Enforcement), South
Zone, Bengaluru,**

ಕಡತ ಸಂಖ್ಯೆ:

File No. _____

GSTIN: _____

ವಿಷಯ:

SUBJECT: _____

**Annexure-2 to tender notification No. ADCOM(ENF)/SZ/ST/CR-02/2017-18
Undertaking on Office Premises**

This is to certify that -----has an office
in the Bengaluru. Relevant address proof is enclosed.

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Date:

Place: Bengaluru

Annexure-3 to tender notification No. ADCOM(ENF)/SZ/ST/CR-02/2017-18. Details of the Bidder

Sl. No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the Company (Public Ltd/ Pvt. Ltd/LLP/ Partnership firm/Proprietorship Concern registered under GST)	
4.	Details of Incorporation of the Company CIN	
5.	Details of Commencement of Business	
6.	Goods and Services Tax Registration Number(GSTIN)	
7.	Permanent Account Number (PAN)	
8.	Name & Designation of the authorized person to whom all references shall be made regarding this tender	
9.	Mobile Number of the Authorized person	
10.	Telephone No. (with STD Code)	
11.	e-Mail of the contact person:	
12.	Fax No. (with STD Code)	
13.	Website	
14.	Financial Details (as per audited Balance Sheets) (in Cr)	

15.	Year	2015-16	2016-17	2017-18
16.	Net Worth			
17.	Turnover			

Annexure-4
to tender notification No. ADCOM(ENF)/SZ/ST/CR-02/2017-18.
Turnover Details

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the annual turnover furnished by << LLP >> for last 3 years i.e. 2015-16, 2016-17 and 2017-18 in the business of Stationery and other related articles is as below. This is as per the Statement of Accounts which has been duly verified by me and found correct.

Financial year	Total Turnover of the Company / Firm / Person (Rs. in Lakhs)	Total Turnover from the business of supplying Stationery and other related articles (Rs. in Lakhs)
2015-16		
2016-17		
2017-18		

Place:

Date:

**Seal & Signature of
Chartered Accountant**

**Annexure-5 to tender notification No. ADCOM(ENF)/SZ/ST/CR-02/2017-18.
Undertaking on being not blacklisted**

This is to certify that M/s -----is not blacklisted by Government of Karnataka or any of its agencies for any reasons, whatsoever and not blacklisted by Central / any other State / UT / Government, or its agencies for indulging in corrupt, or fraudulent practices or for indulging in unfair trade practices as on 30th June, 2019.

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Date :

Place: Bengaluru

**Annexure-6 to tender notification No. ADCOM(ENF)/SZ/ST/CR-02/2017-18.
Format for Declaration of Acceptance of Terms and Conditions in RFP (Request For
Proposal)**

To,

Sir/Madam,

Subject:

Reference: Tender No:

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP document [No. Regarding for supply of Stationery articles.

I declare that all the provisions of this RFP/Tender Document are acceptable to my company/firm. I further certify that I am an authorized signatory of my company/firm and Am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Date: