



**GOVERNMENT OF KARNATAKA
COMMERCIAL TAXES DEPARTMENT**

**OFFICE OF THE
JOINT COMMISSIONER OF COMMERCIAL TAXES
(ADMINISTRATION) VAT DIVISION-3,**

**ROOM NO.803, 8TH FLOOR, VANIJYA THERIGE BHAVAN,
KALIDASA MAIN ROAD,GANDHINAGAR, BANGALORE-01**

TEL : 080-22267825 FAX : 080-22356586



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(ADMINISTRATION) VAT DIVISION,
Room No.803,8th Floor,Vanijya Therige Bhavan,
Kalidasa Main Road, Gandhinagar,Bangalore-01
Tel: 080-22267825 Fax: 080-22356586**

NO:ಜಿರಾಕ್ಸ್/ಸಿ.ಆರ್.09/12-13

Dated : 24.09.2012

The Joint Commissioner of Commercial Taxes (Admn), Bangalore is inviting Tender for providing "Photocopying Services" from the service providers on the basis of approved rate contract at the Joint Commissioner of Commercial Taxes (Admn.), DVO-3, Bangalore to Department, for one year from reputed manpower supply agencies, registered in Karnataka State, operating from Bangalore who have adequate financial resources and experience.

Name of the service	No. of Personnel
Providing Photocopying Services to the office of the Joint Commissioner of Commercial Taxes (Admn.), VAT Division-3, 2 nd Floor of Shanthinagar, TTMC 'B' Block, Bangalore.	03

- EMD:** Five Thousand only.
- The participating bidders will have to pay Earnest Money Deposit (EMD) to be paid by D.D. in favour of Joint Commr. Of Comml. Taxes (Admn.), DVO-3, Bangalore.
- The bidder can view the tender details from the website <http://ctax.kar.nic.in>. For further information, please contact help desk phone number 080-22356586.

Calendar of events:

a)	Closing date for bids	08.10.2012	4.00 P.M.
b)	Opening of bids	10.10.2012	4.00 P.M.

Joint Commissioner of Commercial Taxes
(Admn), VAT Division-3, Bangalore.

1. Conditions:

1. Bidders/service providers shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka.
2. Bidders/services providers should attach all the scanned copies of PAN number, service tax registration and professional tax registration failing to which the bid will not be considered.
3. EMD payment through D.D. mode in favour of Joint Commr. Of Comml. Taxes (Admn.), DVO-3, Bangalore shall be made as one single transaction and payments made in part are liable for rejection.
4. EMD amount of unsuccessful service provider will be refunded after tender transaction is completed.
5. The tender inviting authority reserves the right to accept or reject the tender without assigning any reason. Approved photocopying service provider shall execute photo copying work as per the directions of the Joint Commr. Of Comml. Taxes (Admn), D.V.O-3, Bangalore.
6. The average photocopies are estimated around 7,500 to 12,000 per month. However, these figures are likely to vary depending upon quantum of office work.
7. The rate quoted in the tender should be clearly mentioned both in figures and in words. If any discrimination is found in figures and words, the bid will be disqualified.
8. Corrigendum/modification/corrections, if any will be published in the website.
9. For the photocopying service the place is provided at the 2nd Floor of Shanthinagar, TTMC 'B' Block, Bangalore, working schedule from 9.00 AM to 6.30 PM.
10. The service provider should install two good quality and fast running photocopying machines. There should be clarity in the letters of photocopy. There should not be any black marks on the photocopy. Payment will not be made for defective copies.
11. Expenditure towards repairs of photocopying machines, consumable, toner powder, paper etc., should be borne by the service provider. If the photo copying machine is out of order, immediately it should be got repaired and service to be provide uninterruptedly.
12. The service provider shall make all arrangements to have sufficient photocopying materials required by the division well in advance. Should ensure that he has to provide service in exigencies other than official timings.
13. The service provider should not absent himself for his service without prior permission from the Joint Commr. Of Comml. Taxes (Admn), D.V.O-3, Bangalore. Doors of the service place should not be closed on working days.

14. The service provider should not give room for delay in attending officers/official who are coming for obtaining photocopying of their letters. The service provider should behave properly with the officers/officials coming for obtaining photocopying.
15. The service provider shall provide the photocopying job work to the satisfaction of the department without any complaints whatsoever. If complaints are received against the service, the agreement will be cancelled automatically.
16. The service provider should ensure his photocopying service at approved rates to all Commercial Tax Officers situated in this building.
17. The duration of the contract agreement for one year. If the service is satisfied, it may be extended to a maximum of 3 years only.
18. The successful tenderer shall enter into a contract agreement on a non judicial stamp paper with conditions as per the format specified by the Joint Commr. Of Comml. Taxes (Admn), D.V.O-3, Bangalore.
19. The bill towards service of photocopying is to be submitted on or before 5th of each month.
20. The services provider should maintain a register to record the name of the officer/official/date/number of copies and to obtain their signature for having delivered the photocopies.

Documents/Evidence Required from the service Provider/Bidder

Sl.No.	Document Name	Document Type	Optional
1	Profession Tax Registration Certificate	Technical Bid	No
2	Service Tax Registration Certificate	Technical Bid	No
3	Copy of PAN Card	Technical Bid	No
4	Price BID Format (Service Item)	Technical Bid	No

Service Item

Item Name	Description	Rupees	Paise
Rate for A-4 Size Photocopy per paper One side	In figures		
	In words		

Joint Commissioner of Commercial Taxes
(Admn), VAT Division-3, Bangalore.

