



**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: 080 25704971, 25706210**

No. ADCOM(ENF)/SZ/STN/CR-05/2021-22

Date : 25-11-2021

TENDER NOTIFICATION

1. The Additional Commissioner of Commercial Taxes (Enforcement), South Zone, Bengaluru (herein after called as "CTD") is in the process of procuring Stationary articles for use in this wing.
2. As part of the procurement process tenders are now invited in two cover system **through e-Procurement platform** for supply of Stationary articles.
3. The specifications of the Stationary articles are at Annexure-1, provided that the Tender Accepting Authority reserves the right to vary the quantity of Stationary articles required to the extent of 25% either way of the above 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	01-12-2021 within 17:30
4.	Pre-bid meeting	02-12-2021 at 15:00
5.	Last date for response on pre-bid query by	08-12-2021 within 17:00
6.	Last date and time for receipt of bid	15-12-2021 within 17:00
7.	Date, time and venue for opening of technical bid;	17-12-2021 at 17:30 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 Financial bid;	18-12-2021 at 11:00 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	08025704971,25706210 addlcctensz@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 Stationary articles as specified in Annexure-1 and 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 Commercial Tax Department, 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. etc.,

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 registered under the Limited Liability Partnership Act, 2008	Certificate of Incorporation / Other Certificates / documents and Commencement of Services. (Refer Annexure-3)

	<p>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.</p>	<p>Copy of certificate of GSTIN under GST Act and Permanent Account Number (PAN) card issued by the income tax department should be provided. (Refer Annexure-3)</p>
4	<p>The bidder should have more than 75 Lakhs annual turnover for last 3 years (2018-19, 2019-20 and 2020-21).</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 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 2021.</p>	<p>Upload copy of ISO Certificate</p>

8. Scope of Work

- i. The bidder should supply Stationary 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 stationary 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
 - 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.
- viii. CTD reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 5 days before 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 & 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

12. Supply of Stationary Articles:

- i. Supply of the Stationary Articles Must be completed within 15 (fifteen) days from the date of issue of purchase order.
- ii. 100% of the contract value will be released within 40 days of supply of stationary 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) : **080-25704971/25706210**

e-mail: addlcctensz@gmail.com

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

ANNEXURE - 1:**Requirements**

Sl. No	Description of Goods	Quantity
1	A4 Size Paper Pure White - 75 GSM	500 reams
2	A4 Size Paper Cream - 75 GSM	300 reams
3	File tags (6 inches)	100 bundles
4	Single Hole punch	10 Nos
5	Scissors (Small)	50 Nos
6	File Board	2500 Nos (Two Color)
7	Buff Paper (With Printed text)*	10000 Nos
8	Stapler small HD 100	50 Nos
9	Stapler big HD 45	25 Nos
10	ADD Gel Pen (Green)	30 Nos
11	ADD Gel Pen (Blue)	30 Nos
12	ADD Gel Pen (Red)	10 Nos
13	Envelopes window 9"X4"	5000
14	Envelopes window 10.5"X4.5"	5000
15	Box file	50
16	Cora cloth	300 Mtrs
17	Plastic trays	50 Nos
18	Jump Clips (Plastic coated)	25 Box
19	Cellophane Tape	20 Nos
20	Double Hole punching machine	50 Nos
21	Dust Bin	10 Nos
22	Scissors Big	40 Nos
23	Spring file Blue colour with printed text*	2500 files
24	Spring file Pink colour with printed text*	2500 files
25	Sketch Pen(6 Colours)	50 Sets
26	Permanent Marker Pen (Black, White and Green)	50 Nos.
27	Register 400 Pages	25 Nos
28	Register 200 Pages	25 Nos
29	Hand Sanitizer	5 Nos
30	Virol Oxy Sanitizer Powder 2Kgs	5 Nos
31	Fevistick Big	50 Nos
32	Tabalac Thread	25 Kgs
33	Dell key Board	20 Nos
34	Dell Mouse	20 Nos
35	HP 88A Cartridge	25 Nos
36	HP 78A Cartridge	50 Nos
37	HP 12A Cartridge	15 Nos
38	All types of Cartridge Refilling	50 Nos

***Note: Printed text is as per the 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/STN/CR-05/2021-22
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/STN/CR-05/2021-22. 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	2018-19	2019-20	2020-21
16.	Net Worth			
17.	Turnover			

Annexure-4
to tender notification No. ADCOM(ENF)/SZ/STN/CR-05/2021-22.
Turnover Details

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the annual turnover furnished by << COMPANY NAME >> for last 3 years i.e. 2018-19, 2019-20 and 2020-21 in the business of stationary 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 Stationary and other related articles (Rs. in Lakhs)
2018-19		
2019-20		
2020-21		

Place:

Date:

**Seal & Signature of
Chartered Accountant**

**Annexure-5 to tender notification No. ADCOM(ENF)/SZ/STN/CR-05/2021-22.
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 31st May 2021.

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Date :

Place: Bengaluru

**Annexure-6 to tender notification No. ADCOM(ENF)/SZ/STN/CR-05/2021-22.
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 stationary 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: