



Government of India
Office of the Pr Commissioner of Income Tax,
D.P. Thottam, Muthialpet, Puducherry 605 003.

C.No.9217/PCIT/PDY/2015-16

Dated: 29.10.2015

TENDER NOTICE

Sealed tenders are invited from reputed contractors/firms for setting up of **Aayakar Seva Kendra at Income Tax Office, S.N. Chavady, Cuddalore**. The tender document should be submitted in sealed covers to the O/o The Pr Commissioner of Income Tax, D.P. Thottam, Muthialpet, Puducherry -605003, on or before **17.11.2015 (04.00 p.m.)**. The details regarding terms and conditions and other documents can be obtained from O/o the Pr. Commissioner of Income-Tax Pondicherry during the office hours on any of the working days, after paying Rs.1000/- towards tender fee. The Payment may be made in cash or through DD in favour of the Zonal Accounts officer, CDBT, Chennai.

The details can also be accessed on department's website- www.incometaxindia.gov.in
& www.tnincometax.gov.in.

Sd/-
(R. DAS)
Pr. Commissioner of Income tax
Pondicherry
& Nodal officer for ASK Cuddalore.



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ROLL OUT OF AAYKAR SEVA KENDRA AT INCOME TAX OFFICE, CUDDALORE
TERMS & CONDITIONS

As a part of the Govt. of India's e-governance initiative **Aaykar Seva Kendra (ASK hereinafter)** is being created at **Income-Tax Office, S.N. Chavady, Cuddalore**. The ASK shall be a computerized centre where facilities for filing of returns, applications and other correspondence, through the Income Tax Department's software, shall be available to the tax payers. The designs of the centre to be established, work flow, branding, material to be used have been standardized. A comprehensive document in this regard is available with this office which can be inspected during office hours at the above address.

MODE OF SUBMISSION OF TENDER

1. The sealed bids shall be addressed to the Pr Commissioner of Income Tax, D.P Thottam, M.G. Road, Muthialpet, Puducherry-605003.
2. The bidders are required to submit duly filled Technical Bid and financial Bid (Annexure-I & II). It should be written boldly on the top of the envelope (each separate envelope) as Technical Bid and Financial Bid. Both envelopes should be submitted in a single sealed cover duly addressed and superscripted with "**Tender for Aayakar Seva Kendra, Cuddalore**" Technical/Financial Bid as the case may be. The bidder will be shortlisted on the basis of their competence after opening the Technical Bid.
3. **Technical Bid :-**
 - i) The technical bid should be as per Annexure I and should be supported by the documents indicated in the said Annexure.
4. **Financial Bid:-**
 - i) The tender document marked as Annexure II itself is a 'Financial Bid'.
 - ii) The financial bid shall be given separately for civil work, interior and electrical work, furniture fixture and decorative items.

- iii) The financial bid should also include cost of shifting of offices in the space allocated to the ASK and other related work.
 - iv) The financial bid shall be evaluated on the basis of cumulative total of all three quotes and the lowest bid shall be eligible for allotment of work.
- 5 Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicant is selected on the basis of technical bid.
 - 6 Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc.
 - 7 The financial bid of only those bidders who are short listed on the basis of technical bid will be opened and the bid with lowest quotation amongst the open bids will normally be approved.
 - 8 The last date of receipt of sealed tender is **17.11.2015 till 04.00 P.M.** The sealed tenders should be submitted to the O/o The Pr Commissioner of Income-Tax, D.P. Thottam, Muthialpet, Puducherry-605 003, during the office hours on any of the working days, after paying Rs.1000/- towards Tender Fee.
 - 9 The tenders will be opened by the Tender Committee at Income Tax Office, D.P. Thottam, Muthialpet, Puducherry 605 003, in the presence of such applicants or their authorized representative duly authorized by the tenderer who are present at the time of opening of the tenders. The date and time to open Technical bid and financial bid is as under:-

Technical bid	:	18.11.2015	at 11.00 a.m.
Financial bid	:	18.11.2015	at 12.00 noon
 10. If, in case of unforeseen circumstances or administrative requirements, the applications cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date as would be notified to the tenderers.
 11. Tenders submitted late will not be considered.
 12. The tender details are also available at Notice Board of Income Tax office, D.P. Thottam, Muthialpet, Puducherry 605 003, and website www.incometaxindia.gov.in & www.tninetax.gov.in.
 - 13 This office reserves the right to postpone/and/or extend the date of receipt, opening of bids or to withdraw the same without assigning any reason thereof.
 14. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

15. Rates/Quotations should be submitted and signed by the firm/agency with its current business address.
16. The bidder shall sign and stamp each page of this bid document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
17. The bidder must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the bidder in the rate/quotation and accepted by the department.
18. An Earnest Money Deposit (EMD) (returnable if the bid is not successful) of Rs.25,000/-, (Rupees Twenty Five Thousand Only) through demand draft favouring the ZAO, CBDT, Chennai should be enclosed with the Technical bid. No interest will be payable on the EMD. The EMD of the successful bidder will be retained till the completion of the contract. In case the successful bidder fails to sign the contract or does not start the assigned work in stipulated time, the EMD will be forfeited.
19. The successful bidder will have to furnish 10% of the total value of the contract as performance security in ZAO, CBDT, Chennai in the form of account payee Demand Draft or a Bank Guarantee from a commercial bank before issuing of work order. Performance security should remain valid for a period of sixty days from the date the ASK begins to function. The performance security will be returned subsequently.
20. The Successful bidder shall undertake to service and maintain the entire ASK including all the equipments, fixtures etc for 2 years. An open bank guarantee of 5% of the total value of contract amount has to be submitted by the successful bidder. This will be encashed in the case the contractor fails to maintain/repair defects when called upon to do so within the specific period.
21. For any clarification in the matter, prior appointment may be made with the Income-Tax Officer (H.Q-1), O/o the Pr Commissioner of Income-Tax, D.P. Thottam, Muthialpet, Puducherry 605 003.

The Scope of work:

The recipient of contract is required to set up the ASK centre **as per specifications in the documents available with the Income-Tax Officer (H.Q-1), O/o the Pr Commissioner of Income-Tax, D.P. Thottam, Muthialpet, Puducherry 605 003.** However the exact use of space for creation of ASK can only be ascertained by site visit. For a site visit Smt. G. Shoba, ACIT, Cuddalore Circle (Member ASK), Cuddalore,(Phone number 9445954493) can be contacted.

i) The following items are also included in the contract:-

- (a) Three Computer systems with all hardware (including UPS), Printers (Two TVS L-44 bar code printer & one Lesser printer), required Software (with antivirus) for three node ASK centre.
 - (b) Inverter with complete five hours back up facility.
 - (c) Air conditioners, LCD TV, Water dispenser, Photocopier.
- ii) The recipients of the contract will also be required to do other works arising out of shifting of office equipments/furniture in space allocated to the ASK. The work shall be specified during physical inspection by the recipient.
- iii) The recipient shall carry out the work subject to approval by the Pr Commissioner of Income Tax, Puducherry. (Nodal officer) or any other person nominated by him for the same.
- iv) The material to be used shall be **as per the specifications given in the document** available with the Income-Tax Officer (H.Q-1), O/o the Pr. Commissioner of Income-Tax, D.P. Thottam, Muthialpet, Puducherry- 605 003.
- v) The recipient shall design the ASK with respect to the space available, subject to the specifications mentioned in the document and get the design approved from the Pr Commissioner of Income-Tax, Puducherry.
- vi) The recipient shall complete the work of ASK within one month of receipt of work order.

Eligibility Criteria:-

- i) The applicant should be having experience of at least 10 years in design of commercial/office space (Preferably in setting up of ASK Centre) and supervision of the work as per design.

- ii) Firms engaged in the similar line and experience in setting up ASK centers may be preferred.
- iii) Firms with turnover of more than 3 Crores and experience in similar line of contracts/jobs of setting up of ASK.
- iv) The applicant should be regularly assessed to Income-Tax and also have registration under service Tax.
- v) The applicant should be able to give names of at least three clients of repute for judging the quality of work, if so required.
- vi) The applicant should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central of State Government, Semi Government or local body or any other agencies at any point of time.

A Self certificate to this effect (on all the above points) should accompany the technical bid.

INSTRUCTIONS TO THE BIDDERS:

1. The tender forms comprising of Eligibility and qualification criteria and Financial bid, duly filled and complete in all respects, shall be submitted in single sealed cover to the the Pr. Commissioner of Income-Tax, D.P. Thottam, Muthialpet, Puducherry 605 003.
2. **The following information should be clearly indicated on the envelope.**
 - a) Closing Date of Tender.
 - b) "Tender for Aaykar Seva Kendra Income Tax office Cuddalore".
 - c) Name and address, contact number of the Firm.
3. Each page of the Tender document should be signed by the bidder with Seal of the Agency/ Firm as a token of having read and understood the terms and conditions therein and to be submitted along with the bid form.
4. The prices and rates are to be written in both figures and words.
5. The rates should be inclusive of all taxes.
6. The bid may be rejected if it is not complete in any respect.
7. Furnishing of false, misleading, inaccurate information or particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination or the contract, if awarded.
8. The tenderer to whom the work is awarded would furnish name, address and contact number of a person with whom the Department/Controlling officer

will keep contact, with regard to services being provided by such applicant on day to day basis.

9. During the period of the execution of work, change in rates will not be entertained under any circumstances.
10. The Pr. Commissioner of Income-Tax Puducherry will have the final right to elect the suitable bidder most suited and responsive to its requirement.

Terms of payment

No advance shall be paid on allotment of work. Payment for ASK shall be made only after satisfactory completion of at least the civil work involved. Further payment shall be made on completion of work of electrical & interior work. Final payment shall be made on satisfactory completion of the entire work.

We agree to the above terms and conditions.

Signature with Date:_____

Name of the Firm_____

Seal:

ANNEXURE-I
TECHNICAL BID DOCUMENT

1.	Name of the Applicant/Bidder	
2.	Complete Address of the concern along with Tel. No. Fax No. and e-mail id	
3.	Name & address of the proprietor/partners & /or Directors of the concern with Tel. No.	
4.	Detail of Contact person(s)	
	Name & Address of the person	Telephone No.
a)		
b)		
c)		
5.	A brief note on the background of the applicant including professional qualifications and experience in the field of designing and supervision of office/commercial projects. (not to exceed 200 words)	
6.	Permanent Account No. (PAN)	PAN:
7.	Annual turnover during the F.Y 2012-13 , 2013-14 & 2014-15 (Copy of return of income filed alongwith Profit and Loss Account, Balance Sheet, etc., should be enclosed as evidence).	
8.	List of three reputed clients with nature and value of job done.	
9.	ST/VAT Registration Number	

DECLARATION

I/We..... hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I / We understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Name and Signature of Authorized Signatory with date)

ANNEXURE-II
FINANCIAL BID DOCUMENT

1. Name of the Proprietor/Registered Firm :

2. Address of the concern(with Tel. No.,
Fax & E-Mail) :

3. Authorised contact person(s) (with
Mobile Number) :

4. Cumulative cost of the Project
i.e. aggregate of cost quoted for
various works listed below :

[Note: All materials and equipments supplied must meet the standards including brand and quality specified in the STANDARD BRANCH LAYOUT AND SPECIFICATION BOOKLET FOR SEVOTTAM CENTRES which may be obtained from the office of the Pr. Commissioner of Income-Tax, D.P. Thottam, Muthialpet, Puducherry 605 003]

<u>Sr. No.</u>	<u>Description</u>	<u>Amount (Rs.)</u>
1.	Civil Work	:
2.	Electrical & Electronic equipments	:
3.	Furniture Fixture & decoration items, Including branding	:
4.	Other costs, specify	:
	Total Project Cost	:

(Name and Signature of Authorized Signatory with date)