

Telegrams: 'AAYAKAR'
CHENNAI

Telephone No: 28338307
Tele - Fax No : 28338490



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
121, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034

C.No.660(2)/Accts/Infra/2014-15

Dated: 18-July-2014

NOTICE INVITING TENDER FOR PROVIDING PARTITION & CABIN WORK

The Income Tax Department, Chennai invites sealed tenders from **reputed manufacturers / dealers of partition & cabin work, who operate from Chennai** for providing partition and cabin work (as per specification enclosed) to the Income Tax Offices under the jurisdiction of the Principal Chief Commissioner of Income Tax, Chennai. **The rate quoted by the bidders will be applicable for a period of one year from 25-Aug-2014 to 25-Aug-2015. The Department reserves the right to order the provision of the cabins on need basis during the one year period as mentioned above. The discretion to order the items solely vests with the department based on the availability of funds.** Based on the performance and the quality of service proved by the bidders the rate contract may be extended for further period on mutual consent.

I. TENDER PROCESS

The present Tender is for submission of Technical Bid and Financial Bid for installation of partitions and cabins for officers in the Income Tax department, Chennai. The tender form in the pro-forma prescribed in ANNEXURES-I & II complete in all respects shall be submitted in separate **sealed covers** addressed to the Addl./Joint Commissioner of Income Tax (H.Qrs)(Admn.), O/o. The Principal Chief Commissioner of Income Tax, No.121, M.G.Road, Nungambakkam, Chennai - 34, **by 4.00 p.m. on 14-Aug-2014.** The sealed covers should be super-scribed with **"Technical Bid - Partition and Cabin work "** and **"Financial Bid - Partition and**

Cabin work". Technical Bids will be opened on **18th -Aug-2014 at 11.00 a.m.** in the presence of bidders at Conference Room, Hall No.117, First floor, Main Building, 121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600034. Incomplete bid documents shall be rejected. The valid Technical bids shall be scrutinized by the Department and Financial Bids of only those who qualify in the Technical Bid will be opened at **3.00 p.m. on 18-Aug-2014**. Late submission of bids shall not be accepted.

2. If the tenders are sent by post / courier, it should be ensured that the covers should be intact at the time of reaching destination without any damage or loss. Department is not responsible for any delay on account of Postal / Courier Services.

3. **Earnest Money Deposit of Rs.50,000/-** (Rupees Fifty Thousand only) per application in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of **The Administrative Officer, Office of the Principal Chief Commissioner of Income Tax, Chennai-34** shall accompany the Technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder who withdraws after being selected. **No interest shall be paid on the Earnest Money Deposit.**

4. **Performance Security:** Performance security to the tune of 5% of the value of contract shall be paid by the successful bidder. On furnishing the Performance Security by the successful bidder for the first order placed by the Department, the EMD submitted will be returned. The Performance Security withheld shall be refunded to the contractor/supplier after a period of one year from the date of completion of supply and installation of partitions and cabins. Alternatively, an amount equivalent to 5% of the total value of the contract awarded shall be withheld from the payment due to the successful bidder on completion of work/supply of supply items, for a period of one year from the date of installation/supply of items.

5. **The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the**

Terms and Conditions contained therein and submit the same along with the Technical bid. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. ANNEXURES - I & II shall also have to be signed and stamped by the bidder or its authorized signatory.

6. The tender forms shall be rejected if it is not complete in any respect.

7. The tender documents are not transferable.

II. TERMS AND CONDITIONS

1) Conditions to be satisfied in the Technical bid:

- a) Bidder must have Sales Tax Registration. Evidence should be enclosed.
- b) The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
- d) The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for the Financial Year 2012-13 (Assessment Year 2013-14) should be enclosed along with the Technical bid.
- e) The bidder must have been in receipt of gross contractual receipts of Rs. Two Crore and above during the Financial Year 2012-13 (Assessment Year 2013-14). A statement showing the list of clients along with evidence for contractual receipts should be enclosed along with the Technical bid.
- f) Name and Address of the two clients in Chennai to whom furniture items have been provided in the past shall be provided. Inspection may be made by an authorized departmental official, if necessary, while processing the Technical bid.

2) The selection procedure includes the following:-

- a) Based on the above terms and conditions, the Technical bids shall be scrutinized and the bidders will be shortlisted for opening of Financial bids.
- b) Bidders may inspect the site, if necessary, before submission of their tender.

3) Rate and prices: The bidders shall quote their rates for the proposed partition and cabins, in the proforma for the financial bids. **The rate quoted should be**

exclusive of all taxes. The taxes applicable and the rate shall be shown separately. The prices quoted shall be written in figures and words as well.

4) **Final Payment:** The contractor shall submit the bill on completion of installation of partition and cabins along with the completion certificate obtained from the end user. No payment will be made in advance to the supplier.

5) The selected contractor shall be in a position to complete the work within 15 days of awarding the contract.

IMPORTANT NOTE:

1. The color of the pre-laminated material to be used in the partition and cabin work will be specified wherever necessary, while placing specific orders. The prices quoted by the bidders shall be inclusive of fixing the cabins in the offices identified by the department, which includes labor and other incidental costs etc.
2. Annexures (duly filled-in) along with necessary enclosures to be submitted at the time of applying for the tender
3. Earnest Money Deposit (EMD) for Rs.50,000/- (Rupees Fifty Thousand only) Demand Draft / Banker's Cheque drawn in favour of " The Administrative Officer, O/o. The Principal Chief Commissioner of Income Tax, Chennai-34 " should be enclosed along with the tender document.
4. Tender Document should compulsorily be signed on all pages.
5. The rates for the above said work should be quoted in per square feet rates.

Sd/-
(B.JAYARAGAVAN I.R.S.)
Joint Commissioner of Income Tax (H.Qrs)(Admn.)
O/o.Principal Chief Commissioner of Income Tax
Chennai

SPECIFICATIONS OF PARTITION & CABIN

Cabins for Officers

Providing and fixing 76mm width, with required height modular partitions (double skin cubicles) of required size(The area of the cubicle to be provided in various rooms and sections will be informed at the time of installation) with nickel coated bolts, nuts & screws, consisting of powder coated aluminum sections having 1.2mm minimum wall thickness, (minimum thickness of powder coating 50 to 65 micron) including corner post (box section) and necessary horizontal sections and vertical sections including fixing 9mm thick pre-laminated particle board with decorative lamination on one side and balancing lamination on other side conforming to IS:12823, grade-I, specifications. Providing and fixing IS:3564 marked aluminum die cast body tubular type universal hydraulic door closer with necessary accessories and screws etc. and fixing of round cylindrical lock with hinges and door stopper complete in all respects.

TECHNICAL BID DOCUMENT

ANNEXURE - I

1. Name of the party :
2. Address :
(with Tel No., Fax No.)
3. Name & Address of the Proprietor / Partners / Directors :
(with Mobile No.)
4. Contact Person(s) (with mobile number) :
5. List of clients along with evidence :
6. Permanent Account Number (PAN) :
7. Details of Sales Tax Registration along with evidence. :
8. Details of EMD :
9. Period before which supply and installation will be completed.

DECLARATION

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

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

ANNEXURE - II

1. Name of the Party :

2. Address
(with Tel No., Fax No.) :

3. Name & Address of the Proprietor /
Partners / Directors (with Mobile No.) :

4. Contact Person(s) (with mobile number) :

5. Rates (Both in words and figures) : Rs. Per square feet.

DECLARATION

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

(Signature of Authorized Signatory with date)