

GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE ADMINISTRATIVE OFFICER
#2, BARRACKS CROSS STREET, OFFICERS LINE, VELLORE-632 001
PHONE/FAX: 044-2221519

C.No.Tender Notice/TVM/2016-17

Dated : 23-05-2016

TENDER NOTICE

The Joint Commissioner of Income Tax, Vellore Range, Vellore invites two separate sealed envelopes containing technical bid and financial bid from reputed Contractors/firms for setting up of Income tax office at **Amutha Towers, No.25, Valaiyalkara Street, Tiruvannamalai-01**. This includes Civil, Electrical, interior and furnishing works as per the drawing and specifications given along with the tender documents. The details regarding terms and conditions and other documents can be obtained from the O/o The Joint Commissioner of Income Tax, #2, Barracks Cross Street, Officers Line, Vellore-632 001 during office hours on any of the working days after paying non-refundable tender fee of Rs.500/- by Cash/Demand Draft (Demand Draft in favor of Drawing & Disbursing Officer, Income Tax Office, Vellore payable at SBI Main Branch, Vellore). The tender document should be submitted to the O/o The Administrative Officer, Income Tax Office, Vellore on or before **06-06-2016**.

The details can also be accessed on department website i.e.,

- 1) www.incometaxindia.gov.in and
- 2) www.tnincometax.gov.in

Sd/-

(V.MAHALINGAM)

Principal Commissioner of Income Tax,
Chennai-8, Chennai



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE ADMINISTRATIVE OFFICER
#2, BARRACKS CROSS STREET, OFFICERS LINE, VELLORE-632 001
PHONE / FAX: 044-2221519**

C.No.Tender Notice/TVM/2016-17

Dated : 19-05-2016

TERMS AND CONDITIONS

Interested parties are requested to submit their quotations with following terms and conditions for the work.

1. Work should be carried out as per standard CPWD specifications.
2. The Contractor/firm must follow safety measures.
3. Any damage done by the Contractor/firm or his workmen to any existing work or structure during the course of execution of the work shall be made good by him at his own cost.
4. The applicant should not have been blacklisted or debarred from participating the tenders at any point of time by any of the Central/State Government or local body or any other agencies at any point of time.
5. All incidental charges of any whatsoever nature, including cartage, cutting and wastage etc., shall be borne exclusively by the contractor and nothing extra will be paid to him on his account.
6. Bidder must have Sales Tax Registration number. Evidence should be enclosed.
7. The bidder must have obtained Permanent Account Number (PAN) under the I.T. Act 1961. Evidence should be enclosed.
8. The applicant should be regularly assessed to Income-tax.
9. The evidence for filling or returns along with Profit and Loss Account and Balance Sheet for the last three Financial Years should be enclosed with the Technical Bid.
10. The applicant should be able to give names of at least three clients of repute for judging the quality of work, if so required.

Signature of Bidder :
with date

MODE OF SUBMISSION OF TENDER

1) 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 singled sealed cover duly addressed and super scribed with "**Tender for setting up of Office at Thiruvannamalai**". The bidder will be shortlisted on the basis of their competence after opening the Technical Bid.

2) TECHNICAL BID:

The technical bid should be as per Annexure-I and should be supported by the documents indicated in the Annexure.

3) 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, electrical work and furniture.
 - iii) The financial bid shall be evaluated on the basis of cumulative total of all three quotes (as mentioned in column (ii) above) and the lowest bid shall be eligible for allotment of work.
- 4) **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.
- 5) Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes etc.,
- 6) The financial bid of only those bidders who are short listed on the basis of technical bid will be opened and bid with lowest quotation amongst the open bids will normally be approved.
- 7) The sealed tenders should be submitted to O/o The Administrative Officer, Income Tax Office, #2, Barracks Cross Street, Officers Line, Vellore-632 001 on all working days.

8) The tenders will be opened by the Tender Committee in the room of The Joint Commissioner of Income-tax, Vellore Range, Vellore at 2nd floor, O/o Additional Commissioner of Income Tax, #2, Barracks Cross Street, Officers Line, Vellore in the presence of bidders or their authorized representative duly authorized the bidder who are present at the time of opening of the tenders. The dates for opening technical and financial bids are as under:

Technical Bid - 06-06-2016 at 11.00 AM

Financial Bid - 06-06-2016 at 04.00 PM

9) If, in case of unforeseen circumstances or administrative requirements, the tender forms 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 bidder.

10) Late submission of tender will not be considered.

11) The tender details are also available at Notice Board and also departmental website of ***www.incometaxindia.gov.in*** and ***www.tnincometax.gov.in***.

12) 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 reasons thereof.

13) 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 insertion shall be authenticated and attested.

14) Rates/quotations should be submitted and signed by the firm/agency with its current business address.

15) The bidder shall sign and stamp on 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.

16) The bidder must comply with the rates/quotations, specification and terms and conditions of the 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. In case no bidder is satisfying the technical/financial terms of the Department, the entire tender process would be cancelled and the decision of this office shall be final.

17) The successful bidder shall submit the bill after completion of the work, only after which payments will be made. No payment will be made in advance of the said work.

18) During the period of the execution of work, change in rates will not be entertained under any circumstances.

19) Bidder should submit a Demand Draft of Rs. 10,000/- as EMD (Earnest Money Deposit) drawn in favor of Drawing & Disbursing Officer, Income Tax Office, Vellore payable at SBI Main branch, Vellore shall accompany with the Technical Bid. Technical bid without EMD will be rejected. The EMD will be returned to all the unsuccessful bidders at the end of the finalization of tendering process. However, the EMD shall be forfeited in case the successful bidder who withdraws after being selected.

20) Performance Security: Performance security to tune of 5% of value of the work 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 returned to the Contractor after a period of one year from the date of completion of work.

21) The recipient shall complete the work within one month of receipt of work order.

22) The Joint Commissioner of Income Tax, Vellore Range, Vellore will have the final right to elect suitable bidder most suited and responsive to its requirements.

We agree to the above terms and conditions;

Signature with date: _____

Name of the Firm:

Seal:

ANNEXURE-I
TECHNICAL BID

01	Name of the Applicant/bidder	
02	Complete address of the concern along with Telephone No., MobileNo. and email.ID	
03	Name and address of the proprietor/partner or Directors of the concern with Telephone No. & Mobile No.	
04	Details of Contact Person	
	Name & address of the person with Mobile No	
(i)		
(ii)		
05	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 (preference will be given, if the bidder already work done in the Central Govt. Department)	
06	Permanent Account No. (PAN)	
07	Annual turnover during the last three Financial years	
08	List of three reputed clients with nature and value of work done.	
09	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

01	Name of the Proprietor/ Registered Firm	
02	Address of the concern (with Telephone No./Mobile No. and Email ID)	
03	Authorized contract person(s) with Mobile No.	
04	Cumulative cost of the project i.e. aggregate of cost quoted for various works listed below	

<u>SL.NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
(1)	CIVIL WORKS	
(2)	ELECTRICAL WORKS	
(3)	FURNITURE	
	Total	----- -----

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 the 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