



भारत सरकार /GOVERNMENT OF INDIA

आयकर विभाग/INCOME TAX DEPARTMENT

प्रधान मुख्य आयकर आयुक्त का कार्यालय, तमिलनाडु,

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX

121, महात्मा गाँधी रोड, नुंगम्बाक्कम, चेन्नै 1, चेन्नै

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C.No.660(2)/Accts/Compactor/2016-17

Dated: 01-July-2016

SHORT TENDER NOTICE FOR SHIFTING OF COMPACTORS

The Income Tax Department, Chennai invites sealed tenders from authorized Dealers / Companies / Firms or Individuals for dismantling, shifting and re-installation of Compactors at Income Tax Offices in Chennai within a radius of around one kilometers.

The details of the location of the offices are given hereunder:-

- 1) No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 34
- 2) No.611, Anna Salai, Kannammai Building, Chennai - 6
- 3) BSNL Premises, Tower - I, No.6, Greams Road, Chennai - 6

I. TENDER PROCESS

1. The present Tender is for submission of Technical Bid and Financial Bid for dismantling, shifting and re-installation of compactors at 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 11-July-2016**. The sealed covers should be superscribed with "**Technical Bid - Dismantling, Shifting and Re-installation of Compactors**" and "**Financial Bid - Dismantling, Shifting and Re-installation of Compactors**". Technical Bids will be opened on **12-July-2016** at **11.00 a.m.** in the presence of bidders at ITO(HQ)(Accounts) at Room No.103, 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 **12.30 p.m. on 12-July-2016**. Late submission of bids shall not be accepted.

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

3. **Earnest Money Deposit of Rs.5,000/-** (Rupees Five 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 withdraws or the details furnished in the Technical bid are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit.**

4. 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. The price quoted by the bidder shall be written in figures & words as well. ANNEXURES-I & II shall also have to be signed and stamped by the bidder or its authorized signatory.

5. The tender forms shall be rejected if it is not complete in any aspect.

6. The tender documents are not transferable

7. **Scope of work:**

The existing old compactors of various make are required to be dismantled from Income Tax Offices located at No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 34 and No.611, Anna Salai, Kannammai Building, Chennai - 6 and transported and re-installed at Income Tax Office, BSNL Premises, Tower - I, No.6, Greams Road, Chennai - 6. Some of the compactors may have to be dismantled at Kannammai Building and re-installed at M G Road, Nungambakkam as well.

The scope of wok work includes:

1. Attending to any minor complaints, if any.
2. Taking care of additional expenses incidental to the work.
3. To provide missing or damaged parts during the relocation process and make the compactors functional.

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.
- c) Copy of Income Tax Return file for the last financial year.
- d) The tenderer shall be a Company / Firm / Individual dealing in compactors viz. manufacturing, purchase & sale or carrying out repair work in compactors. Evidence for the same shall be enclosed.
- e) In case of individual, he shall submit the details of work done by him for any compactor company with evidence or certification from that company.

2) **Payment Terms:** The contactor shall submit the bill only after Dismantling, Shifting and Re-installation of Compactors, along with the acknowledgements obtained from the respective offices. No payment will be made in advance to the supplier.

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

Sd/-
(S.SARAVANA KUMARAN)
Joint Commissioner of Income Tax (H.Qrs)(Admn.)
O/o.Principal Chief Commissioner of Income Tax
Chennai - 34

TECHNICAL BID DOCUMENT

(ANNEXURE-I)

1. Name of the Contractor :

2. Address of the Contractor with mobile & landline number :

3. Evidence for Sales Tax Registration : (Yes / No)

4. Evidence for Permanent Account Number : (Yes / No)

5. Evidence for filing of Income Tax Returns : (Yes / No)

6. Earnest Money Deposit : (Yes / No)

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, my Earnest Money Deposit (EMD) will be forfeited and that I/we 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 Contractor :
2. Address of the Contractor
(with Tel No., Fax No.) :
3. Contact Person(s) (with mobile number) :
4. Rates (Both in words and figures) :
5. Any other taxes :

Rate per bay (Rs.) for the following works			
Compactor Dismantling charge	Compactor Shifting / Transportation charge	Compactor re-installation charge	Total Amount (Rs.)

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)