



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
121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034
Phone No 044-28338016 / Tele-Fax No.044-28338316
e-mail : itoaccounts.chn@nic.in / itoaccts@gmail.com

C.No.641/Accts/LOGISTICS/2016-17

Dated: 12-August-2016

SHORT TENDER NOTICE FOR SHIFTING OF OFFICE DOCUMENTS/EQUIPMENTS AND OTHER ITEMS

The Income Tax Department, Chennai invites sealed tenders from authorized Dealers / Companies / Firms or Individuals specialized in packing and moving works (relocation of files/office equipments etc) for shifting office items including Files/Documents, Computers & Accessories, Printers, Xerox Machines, Sofas etc between Income Tax Offices in Chennai within a radius of around one kilometer.

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

The present Tender is for submission of Technical Bid and Financial Bid for shifting office items and equipments including files/documents, Books, computers & Accessories, Printers, Xerox Machines, Sofas etc at Income Tax Department, Chennai. **The items to be shifted are listed out in Annexure - I.** The tender form in the pro-forma prescribed in ANNEXURES-II & III 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 22-August-2016**. The sealed covers should be super-scribed with **“Technical Bid - Shifting of Office items/Equipments”**. Technical Bids will be opened on **23-August-2016 at 11.00 a.m.** in the presence of bidders or by their duly authorized representatives, if they so desire, in the Office of 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 23-August-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.15,000/-** (Rupees Fifteen 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 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 the 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-II & III 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 Office items and equipments like files/documents, Books, Computers and Accessories, Printers, Xerox Machines, Sofas etc as listed out in Annexure -I are required to be transported/shifted from Income Tax Offices located at No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 34 & No.611, Anna Salai, Kannammai Building, Chennai - 6 to Income Tax Office, BSNL Premises, Tower - I, No.6, Greams Road, Chennai - 6. Some of the small offices at Kannammai Building may have to be shifted to Income tax office campus at M G Road, Chennai as well.

The scope of work includes:

a. Packing of files/Documents/Books, Computers & Accessories, Printers, Xerox Machines, Sofas etc in a proper and orderly manner and shift it to the new premises as mentioned above.

- b. Unloading all the packed articles/material from the transport vehicle, and carrying to the respective floors/rooms and unpack the same.
- c. Obtaining completion certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- d. The selected Firm/Agency has to use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.
- e. The Firms/Agencies should be Chennai based or should have an office in Chennai.
- f. The submission of bid will not place the Income tax Department under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by the Department.
- g. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The Department in no case shall be a party to such a dispute.
- h. Under normal circumstances the rate shall be valid for a period of six months from the date of issue of work order.
- i. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- j. Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.
- k. The damage caused, if any to the property of the Department through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be the responsibility of the Firm/Agency. The financial or any other loss suffered by the Department on this account shall be made good by the Firm/Agency.
- l. Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest value quoted for the items as indicated in Annexure-I

II. TERMS AND CONDITIONS

- 1) **Conditions to be satisfied in the Technical bid:**
 - a) Bidder must have Sales Tax/service 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 filed for the last three financial years.
- d) The tenderer shall be a Company / Firm / Individual specialized in packing and moving works. Evidence for the same shall be enclosed.
- e) In case of individual, he shall submit the details of work done by him for any Government/PSU/Bank/Insurance Company with evidence or certification from that company.
- f) The applicant must have a minimum turnover of Rs.one crore for the last three years. Copy of the financial statements (P&L account and B/S etc) should be filed along with the Technical bid.

2) **Payment Terms:** The contractor shall submit the bill only after completing the work along with the acknowledgements obtained from the respective offices that the entrusted work has been completed. No payment will be made in advance to the supplier.

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

-Sd-
(M.Mathivanan)
Addl.Commissioner of Income Tax (H.Qrs)(Admn.)
O/o.Principal Chief Commissioner of Income Tax
Chennai - 34

ANNEXURE-1

S.No	Description of items to be Shifted	Approx. Quantity in Nos.
1	Files/Document/Books	Rates for movement of files/documents/books may be quoted based on tonnage (rate/quintal)
2	Computers Assessories (Monitor/ CPU/ Keyboard/Mouse/UPS	190
3	Printer	140
4	Xerox Machine	10
5	Sofa	5

TECHNICAL BID DOCUMENT

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. Turnover for the last three years. :

7. 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-III)

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) :
Rates should be inclusive of all taxes

S.No	Description of items to be shifted	Rate/quintal /piece	Approx. Quantity in Nos.	Amount (Rs)
1	Files/Documents/Books (Rates for movement may be quoted based on tonnage (rate/quintal))		**	
2	Computers Assessories (Monitor/ CPU/ Keyboard/Mouse/UPS		190	
3	Printer		140	
4	Xerox Machine		10	
5	Sofa sets		5	
Total value				

**** Rates may be quoted for one quintal**

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)