



GOVERNMENT OF INDIA

Directorate General of Income-tax (Investigation), Tamilnadu & Puducherry
Investigation Wing Building, New No. 46, Utthamar Gandhi Salai, Nungambakkam, Chennai - 600 034.
Telephone: 044-28254036 Fax: 044-28253652

NOTICE INVITING TENDER
DATED: 04/07/2018

EXTERIOR WALL SURFACE PAINTING WORK OF INCOME TAX INVESTIGATION WING
BUILDING, CHENNAI

Sealed Tenders for Painting work covering exterior wall surface, Basement ceiling, Compound Wall, fencing, Parapet wall (Terrace) upto watertank level and Window / Door Steel grills and to perform minor masonry works in the Income Tax Investigation Wing Building, Chennai is hereby invited from tenderers, who have atleast five years of experience of having undertaken and successfully carried out painting contracts for Government Buildings and works of similar kind and magnitude.

Interested tenderers may submit quotations in accordance with the instructions and terms/conditions enclosed in a sealed envelope to the Income Tax Officer (OSD), Office of the Director General of Income Tax (Investigation), No 46, Utthamar Gandhi Salai, Nungambakkam, Chennai - 600034 on or before 08th August 2018 by 4.00 PM.

(A V SREEKANTH)
Additional Director of Income Tax (Inv)(Hq),
O/o. DGIT(Inv), Tamilnadu & Puducherry



Important instructions to the Tenderers

1. Tender is invited in two parts i.e. 1) Technical Bid 2) Financial Bid.

The tender form for Technical bid in proforma prescribed in Annexure-A and the tender form for the financial bid in proforma prescribed in Annexure-B, complete in all respects, shall be submitted in two separate sealed covers addressed to the Income Tax Officer (OSD), O/o Director General of Income tax (Inv), No 46, Uthamar Gandhi Salai, Nungambakkam, Chennai - 600 034, by 04.00 p.m. on or before 08.08.2018. The sealed covers should be super-scribed with the words, "Technical Bid - Painting Work for Income Tax Investigation Wing Building, Chennai" and "Financial Bid - Painting Work for Income Tax Investigation Wing Building, Chennai " respectively. Technical Bids will be opened on 10.08.2018 at 11:30 a.m. in the presence of tenderers/duly authorized representatives, at the Conference Hall (Room No 204), Second Floor, Investigation Wing Building, No 46, Uthamar Gandhi Salai, Nungambakkam, Chennai 600 034. Tenders submitted beyond the due date will not be considered under any circumstances. Incomplete bid documents shall be rejected. The Technical bids shall be scrutinized by the Department to short list the eligible bidders. The financial bids of the short listed bidders will be opened later.

2. If the tenders are sent by post / courier, it should be ensured that the cover should be intact at the time of reaching destination, without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.
3. Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) per application in the form of Demand Draft/Banker's cheque or Bank Guarantee from any of the Commercial Bank, drawn in favour of The Drawing and Disbursing Officer, O/o The Director General of Income Tax(Inv), Chennai-34 shall accompany the Technical bid. Technical bids without EMD will be rejected. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submitting EMD (Rule 170(i) of GFR 2017). EMD will be returned to all the unsuccessful tenderers at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure - B1 & B2 are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD. EMD of the selected bidder will be retained till successful completion of work.
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 herein and submit the same along with the Technical bid. The bidder should fill up the information in the Annexure A & B enclosed at the end of this document in clear and legible terms. Wherever



required the prices quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the tenderer or its authorized signatory.

5. The Director General of Income Tax (Investigation), Chennai reserves the right to accept or reject any or all quotations without assigning any reasons.
6. Notwithstanding anything contained above, this contract can be cancelled by the Department without any notice, for violation of any terms or conditions of the contract.
7. The tender documents are not transferable.
8. The decision of Tender Committee shall be final and conclusive.
9. In case of any deviation or non conformity to terms / conditions at any stage, the Department reserves the right to blacklist the bidder and the blacklisted bidder shall be banned from having any dealing with the Department in future.
10. The tenderer should ensure that the following documents form part of the Technical bid-
 - a. Annexure-A (duly filled-in) along with necessary enclosures.
 - b. EMD for Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft / Banker's Cheque drawn in favour of 'The Drawing and Disbursing Officer, O/o The Director General of Income Tax(Inv), Chennai-34'.
 - c. Tender Document (all pages signed)
11. The Financial Bid should contain:
 - a) Duly filled-in Annexure-B



TERMS AND CONDITIONS:

1) An approximate measurement of painting area is given below:

OUTER AREA	5128.88 SQ.M
BASEMENT WALL AREA	647.62 SQ.M
COMPOUND AREA WALL	498.35 SQ.M
TERRACE AREA	577.53 SQ.M
BASEMENT CEILING AREA	1444.11 SQ.M
TOTAL PAINTING AREA (EMULSION)	8296.49 SQ.M
ENAMEL AREA	362.19 SQ.M

- 2) The above measurements are only indicative. The works covered under this tender is Tender for "Painting work covering exterior wall surface, Basement ceiling, Compound Wall, fencing, Parapet wall (Terrace) upto watertank level and Window / Door Steel grills and cost towards performing minor masonry works in the of Income Tax Investigation Wing Building". The site visit would provide the opportunity to understand the nature of masonry work to be carried out. Consequently, the quotation should include the cost towards supply of materials, labour to carry out such masonry work, also no separate / extra bill for such work will be entertained.
- 3) Interested vendors/concerns may visit the site for on-the-spot inspection after obtaining approval for site visit from the Income Tax Officer (OSD), O/o DGIT(Inv), No 46, Utthamar Gandhi Salai, Nungambakkam, Chennai - 600034 and, thereafter, submit their estimate for the above work with details of other expenses (cost of paint, labour charges, etc.) if any including all taxes applicable and the warranty period in their quotation.
- 4) Quotations should cover labour charges, cost of exterior Acrylic smooth emulsion paint (for example, Asian Paint Apex Ultima or equivalent in Berger /Nerolac / Nippon Paints or other approved paints). A minimum or equivalent of 7 years warranty should be given for the Painting work done The Tenderer is also required to perform minor masonry work across the building.
- 5) The entire quantity of paint estimated to be used shall be handed over to this Office before the commencement of the work. The required quantity of paint shall be obtained from this Office on day to day and need basis. There shall be no wastages or unused paint on completion of painting work. Hence, due care should be taken by the tenderer while estimating the quantity of paint to be used while mentioning in Bill of Quantities.
- 6) The exterior walls should be pressure washed, scrubbed and any old paint / wall plastering / algae formations shall be removed. Before painting, the Contactor shall prepare the wall by covering the holes, dents or undulations by applying necessary coats of good exterior durable putty / Crack sealer / White Cement and ensure smooth wall surface before carrying our painting. Necessary coat of exterior primer as a base coat shall be applied by diluting it with water in a 1:1 ratio. Emulsion paint shall be applied 2-3 coats of top coat over the surface. Masking tape, paper and/or cloth shall be used wherever necessary.



- 7) The tenderers shall note that the entire work covered under this tender is a time-bound work and shall be completed within Two months from the date, the painting contract is awarded to the tenderer.
- 8) The Tenderer shall at their cost arrange for the transportation of men and materials to the site of work. The tenderer shall inspect and examine the site and its surroundings and shall satisfy himself before submitting his tender as to the nature of the ground and subsurface (so far as is practicable), the form and nature of the site, the stacking and movement of the traffic, the quantities and nature of work and materials necessary for the completion of the works and the means of access to the site and in general, shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his tender. No extra charges consequent to any wrong assumptions / assessment by the tenderer or otherwise shall be allowed.
- 9) The Tenderer is deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for works and of the rates and prices quoted in the priced bill of Quantities and the schedule of rates and prices (if any) which rates and prices shall except in so far as they are otherwise provided in the contract, cover all his obligations under the contract apart from all matters and things necessary for the proper completion and maintenance of the work.
- 10) The rate quoted shall be inclusive of all taxes, levies, duties, cost of insurance etc. apart from the cost of materials to be procured by the Tenderer and also labour, tools, consumables, scaffolding and artificial structures created to carry out painting work, etc. The rates are to be for in-situ and complete in every respect.
- 11) Drains, pipes, cables, overhead wires and similar services encountered in the course of the work shall be guarded from injury by the Tenderer at his own cost, so that they may continue in full and uninterrupted use. Should any damage be done by the tenderer to any mains, pipes, cables or lines (whether above or below ground) the tenderer must make good or bear the cost of making good the same without delay and only then the final bill will be settled.
- 12) This Office shall not be held liable for any damage or compensation payable under any law in respect or in consequence of any accident or injury to any workmen or other persons in the employment of the tenderer or any sub-contractor and the tenderer shall indemnify and keep indemnified this Office against all such damages and compensation and against all claims, demands, proceedings, costs, charges, expenses whatsoever in respect thereof or in relation thereto.
- 13) All materials brought to the site shall become and remains the property of this Office and shall not be removed off the site without the prior written permission from this Office.
- 14) From the commencement to the completion of the works the tenderer, shall take full responsibility for the care thereof and of all temporary works and in case any damage, loss or injury happens to the works or to any part thereof or to any temporary works from any cause whatsoever, shall at his own cost, repair and make good the same so that at completion, the works shall be in good order and condition and in conformity in every respect with the requirements of the contract.
- 15) The tenderer shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as this Office property and such materials shall be disposed of to the best advantage of this Office with prior intimation to this Office.
- 16) During the execution of the works the Tenderer shall keep the Site reasonably free from all unnecessary obstruction and shall dispose of any Tenderer's Equipment and wastages and clear away and remove from the Site any wreckage, rubbish or Temporary Works, no longer required.
- 17) Upon completion of works, the tenderer shall clear away and remove from the site all the constructional plant, temporary works remaining thereon, any unused materials provided by the tenderer, and rubbish of every kind. If the tenderer fails to remove any such constructional plant, temporary works or unused materials within such reasonable time after completion of works, then this Office may sell the same and shall after deduction from the proceeds, cost, charges and expenses of



and in connection with such sale, pay the balance if any, to the tenderer. This Office shall not at any time be liable for the loss or injury to any of the said constructional plant, temporary works or materials.

- 18) If during Warranty / Maintenance period any defects are noticed, due to any reasons whatsoever, the Tenderer shall be required to carry out at his cost, such repairs, or in the event of the Tenderer failing to do this within the two months from the date of communicating the defect by this Office, this Office may arrange for such repairs to be carried out and the tenderer shall indemnify the cost incurred
- 19) The tenderer shall take into account all these aspects before quoting their rates and shall not hold the this Office responsible for any details that might have been omitted to be mentioned in the tender schedule which may affect the pricing of the tender and any claim by the tenderer on this account will not be entertained by this Office.
- 20) The Language, in which the contract documents shall be drawn up, shall be in English. No suit or other proceedings relating to the contract shall be filed or taken by the tenderer in any Court of Law, except at Chennai.



TECHNICAL BID DOCUMENT

- 1) Name
- 2) Address (with Telephone No. and Fax No.)
- 3) Contact person with Designation (with Mobile No. & Email)
- 4) Details of entity Registration/GST Registration (copies to be attached)
- 5) PAN/TAN (copies to be attached)
- 6) The names and addresses of two concerns (Preferably Government organisations) to whom you have undertaken painting work in the last five years along with documentary evidences.
- 7) Please specify the brand, specifications, warranty/extended warranty and offers (if required separate annexure to be attached).
- 8) EMD Details (DD to be enclosed)

Name of the Bank	
DD Number	
Date	
Amount	

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my/our knowledge.

Signature of Authorized Signatory with date

FINANCIAL BID DOCUMENT

- 1) Name of the Supplier
- 2) Address with contact No.
- 3) Authorized Person with Designation (Contact No.)
- 4) Quoted Price Total for all items (Both in words and figures) (All inclusive)

S No	Description of work	Amount (in Rs.)
1	Scrapping thoroughly the exterior wall surfaces and removing the painted surfaces using Pressure wash, steel wire brushes, metal scrapers, etc., and washing off with water to receive new finish all as directed including all materials, labour, tools, equipments, brushes, scaffolding, etc., complete.	
2	Preparing the surfaces of external wall surface and Painting with two coats of plastic emulsion paint (<u>Asian Paint Apex Ultima or equivalent in Berger /Nerolac / Nippon Paints or other approved paints</u>) of approved colour and shade over a coat of primer to give an even finish, all as directed including all materials, labour, scaffoldings, brushes, tools, equipments etc., complete.	
3	Preparing the surfaces of steel / iron structures like fence, window grill, etc and applying two coats of good quality synthetic enamel Colour paint (<u>Asian Paint or equivalent in Berger /Nerolac / Nippon Paints or other approved paints</u>), colour and shade to give an even finish, all as directed including all labour, materials, brushes, tools, equipments etc., complete.	
4.	Any other charges (to be described in brief)	
5	Taxes	
6.	Total	

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my/our knowledge.

Signature of Authorized Signatory with date