



भारत सरकार/Government of India  
आयकर विभाग/Income Tax Department

मुख्य आयकर आयुक्त कार्यालय/Office of the Chief Commissioner of Income Tax  
वी पी रतिनासामी नाडार रोड/V.P. Rathinasamy Nadar Road, Bibikulam  
मदुरै/Madurai

S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24

Dated: 10/10/2023

**NOTICE INVITING TENDER FOR RESTORATIVE LANDSCAPING  
SERVICES IN THE OFFICE BUILDING AT INCOME TAX OFFICE,  
BIBIKULAM, MADURAI**

The Income Tax Officer (Hqrs)-2, O/o. Chief Commissioner of Income Tax, Madurai intends to invite sealed tenders from reputed firms/agencies engaged in the business of providing landscaping services to render those services for the Income Tax Office Building located in Income Tax Office at No.2 V.P.Rathinasamy Nadar Road, Bibikulam, Madurai – 625 002. Tender forms along with terms and conditions can be downloaded from the Department's website [www.tnincometax.gov.in](http://www.tnincometax.gov.in) and CPPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and the last date for receipt of filled in tender forms is 17/10/2023 11:00 AM.

  
आर.रमेश/R.Ramesh

आयकर अधिकारी (मुख्या)-2/Income Tax Officer (Hqrs)-2  
मु ,.का.आ.आ.मदुरै O/o CCIT, Madurai



भारत सरकार/ Government of India

आयकर विभाग/Income Tax Department

मुख्य आयकर आयुक्त कार्यालय/Office of the Chief Commissioner of Income Tax

वी पी रतिनासामी नाडार रोड/V.P. Rathinasamy Nadar Road, Bibikulam

मदुरै/Madurai

S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24

Dated: 10/10/2023

## TENDER DOCUMENT

### RESTORATIVE LANDSCAPING SERVICES IN THE OFFICE BUILDING AT INCOME TAX OFFICE, BIBIKULAM, MADURAI



भारत सरकार/Government of India

आयकर विभाग/Income Tax Department

मुख्य आयकर आयुक्त कार्यालय/Office of the Chief Commissioner of Income Tax  
वी पी रतिनासामी नाडार रोड/V.P. Rathinasamy Nadar Road, Bibikulam

मदुरै/Madurai

S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24

Dated: 10/10/2023


**NOTICE INVITING BIDS FOR RESTORATIVE LANDSCAPING SERVICES IN THE  
OFFICE BUILDING AT INCOME TAX OFFICE, BIBIKULAM, MADURAI**

The Income Tax Officer (Hqrs)-2, O/o. Chief Commissioner of Income Tax, Madurai intends to invite sealed tenders from reputed firms/agencies engaged in the business of providing restorative landscaping services to render those services for the Income Tax Office Building located in Income Tax Office at No.2 V.P.Rathinasamy Nadar Road, Bibikulam, Madurai – 625 002. The detailed descriptions of the scope of work of the contract are given in section V of this document.

2. Sealed tenders, duly super-scribed “**BIDS FOR RESTORATIVE LANDSCAPING SERVICES IN THE OFFICE BUILDING AT INCOME TAX OFFICE, BIBIKULAM, MADURAI**” and addressed to “**The Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai**” are invited so as to reach O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai – 625002 by **11:00 a.m.** on **17/10/2023**. Tenders received after stipulated date/time shall not be entertained. Canvassing in any form will entail rejection of tender.

3. Interested concerns are required to make a spot inspection and contact the Income Tax Officer (Hqrs)-2, O/o. the Chief Commissioner of Income Tax, Madurai (Mobile: 9445960311) to estimate the volume & scope of work. Detailed information/terms and conditions for the purpose can be downloaded from the Departmental Website [www.tninetmetax.gov.in](http://www.tninetmetax.gov.in) and Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

4. The quotation will be accepted on the basis of the lowest rate subject to fulfilment of the specifications of this office and other conditions as deemed proper by the competent authority. The competent authority reserves the right to cancel/modify the bid without assigning any reason.

  
Ramesh  
10/10/23

आर.रमेश/R.Ramesh

आयकर अधिकारी (मुख्या)-2/Income Tax Officer (Hqrs)-2  
मु .का.आ.आ.मदुरै O/o CCIT, Madurai



भारत सरकार/**Government of India**  
आयकर विभाग/**Income Tax Department**  
मुख्य आयकर आयुक्त कार्यालय/**Office of the Chief Commissioner of Income Tax**  
वी पी रतिनासामी नाडार रोड/**V.P. Rathinasamy Nadar Road, Bibikulam**  
मदुरै/**Madurai**

S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24

Dated: 10/10/2023

**TENDER FOR RESTORATIVE LANDSCAPING SERVICES IN THE OFFICE  
BUILDING AT INCOME TAX OFFICE, BIBIKULAM, MADURAI**

**INDEX**

<b>Section</b>	<b>Type of Document</b>	<b>Page No.</b>
	Tender Notice	3
I	Bid Reference	6
II	Invitation to Bid	7
III	Instruction to Bidders	8
IV	Terms & Conditions of Contract	14
V	Scope of Work	15
VI	Technical Bid	16
VII	Financial Bid	18
VIII	Evaluation of Bids	20
	Annexure – A	21



भारत सरकार/Government of India

आयकर विभाग/Income Tax Department

मुख्य आयकर आयुक्त कार्यालय/Office of the Chief Commissioner of Income Tax

वी पी रतिनासामी नाडार रोड/V.P. Rathinasamy Nadar Road, Bibikulam

मदुरै/Madurai

S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24

Dated: 10/10/2023

**SECTION – I**  
**DOMESTIC COMPETITIVE BIDDING**  
(Through call of open Tenders)

Open Tender vide S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24 dated: 10/10/2023	
Date of start of work	Within 2 days of receipt of work order
Periodic date of Completion (PDC)	Within 5 days from the date of start of work
Cost of Tender	Not Required
Earnest Money Deposit	Not Required
Last Date & Time for receipt of Bid	Date: 17/10/2023, Time: 11:00 AM
Date & Time of opening of Bid	Date: 17/10/2023, Time: 12:00 PM
Place of opening of Technical Bid	The Assistant Commissioner of Income Tax (Hqrs) (Admn), O/o. the Chief Commissioner of Income Tax, at No.2 V.P. RathinasamyNadar Road, Bibikulam, Madurai - 625002
The tender documents can be obtained from	Downloaded from Dept. website <a href="http://www.tninetax.gov.in">www.tninetax.gov.in</a> and CPPP portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
Tender to be addressed to:	The Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai - 625002

**SECTION-II**  
**INVITATION TO BID**

S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24

Dated: 10/10/2023

1. The Income Tax Officer (Hqrs)-2, O/o the Chief Commissioner of Income Tax, Madurai invites sealed bids from the eligible agencies for the services as mentioned in the notice.
2. The detailed description of the scope of work of the contract are given in section V of this document.
3. The work has to be commenced within 2 days of award of the work order and to be completed within 5 days from the start of the work.
4. The bid document can be downloaded from department website [www.tnincometax.gov.in](http://www.tnincometax.gov.in) and CPPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in).
5. The Chief Commissioner of Income Tax, Madurai also reserves the right to accept or reject any bid, and to annul the bidding process at any time, without thereby incurring any liability to the affected Bidder.
6. The sealed tenders complete in all respect and addressed to the The Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai - 625002 shall reach this office, not later than **11:00 a.m. on 17/10/2023**. 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.

**SECTION-III**  
**INSTRUCTION TO BIDDERS**

1. This invitation for bids is open to the agencies fulfilling the eligibility criteria as below:

**Eligibility Criteria:**

a. The applicant contractor (i.e. The agency) should have been in the business of providing Restorative Landscaping services for minimum of three years i.e. since F.Y.2018-19.

b. The annual turnover of the applicant contractor should not be less than Rs.1 Crore in at least three of the financial years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.

c. The rates quoted by the bidder should be inclusive of all applicable taxes such as GST etc.

d. The applicant contractor should have complied with all the legal provisions pertaining to his/its line of business.

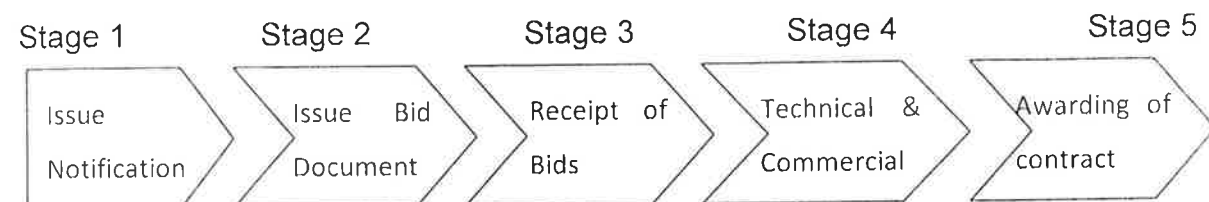
e. The applicant contractor should have a reputed client list.

f. The Bidder should have an office located at Madurai to facilitate effective coordination while providing the services in the bid. The bidder should enclose documentary evidence of having an office at the Madurai District.

2. The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.

**2.1 Process**

Selection of successful vendor/ service provider will involve a five (5) stage approach before issuance of work order/ letter of appointment. The approach follows the Indian Government's Central Vigilance Commission (CVC) guidelines.





3. The bidder is required to fill up the profile of his organization and other details in the format given as per Annexure-A of the Bid document.

4. The bids are to be submitted in two parts in separate sealed envelopes, i.e., Technical Bid and Financial Bid.

**5. The Technical Bid (Section-VI) submitted by the bidder shall include the following:**

a. Full particulars of Government or other organizations, where the agency has rendered Restorative Landscaping services for a period of three years. (Self-attested copies of the relevant work orders are to be enclosed).

b. Certified copy of the audited balance sheet, profit and loss account and income tax return particulars of the bidder for the financial years (any three in the last four financial years), in which the turnover of the bidder is not less than Rs.1 Crore, are to be submitted.

c. A copy of PAN card & GST registration of the bidder should be submitted.

d. Information regarding any litigation, current or during the last three years in which the bidder was/is involved, the opposite party(s) and the disputed amount.

e. Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).

**6. Sealing and Marking of Bids:**

a. The Technical Bid along with requisite documents (listed in para 5 above) shall be placed in one sealed envelope super scribed '**Technical Bid**'. The Financial bid shall be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes shall then be placed in one single, sealed envelope super-scribed '**BIDS FOR RESTORATIVE LANDSCAPING SERVICES IN THE OFFICE BUILDING AT INCOME TAX OFFICE, BIBIKULAM, MADURAI**' and shall be addressed to The Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai - 625002. The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.

b. Both the inner envelopes super-scribed 'Technical bid' and 'Financial bid' shall have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.

c. If the outer and inner envelopes are not sealed and marked as required, the Income tax department shall assume no responsibility for the bids' misplacement or premature opening.

d. If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever or the financial bid is enclosed in the envelope super-scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself.

e. All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.

f. The applicants should submit their bids in separate sealed envelopes which in turn should be placed into a sealed larger envelope, to The Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai – 625002 by **11:00 a.m. on 17/10/2023**. No acknowledgement, in respect of receipt of any bid, shall be issued.

#### **7. Deadline for submission of bids:**

a. Bids must be submitted in the O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. RathinasamyNadar Road, Bibikulam, Madurai - 625002 at the address specified not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the Income tax department, the bids will be received up to the given time on the next working day.

b. The Income tax department may, at its discretion, extend the deadline for submission of bids which will be binding on all the bidders.

c. Any bid received by the Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai – 625002 after the deadline for submission for bids prescribed by The Assistant Commissioner of Income Tax, (Hqrs) (Admn), O/o.the Chief Commissioner of Income Tax, Madurai, No.2 V.P. Rathinasamy Nadar Road,

Bibikulam, Madurai - 625002 in the bid document, will be rejected and will not be opened.

#### **8. Modifications and Withdrawal of bids:**

- a. No modification or substitution of the submitted application shall be allowed.
- b. An applicant may withdraw its Tender after submission, provided that written notice of the withdrawal is received by the Income-tax department before the due date for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.
- c. The withdrawal notice shall be prepared in original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

#### **9. Validity:**

Bids shall remain valid for 90 days after the date of bid opening prescribed by the Income tax department. A bid valid for a shorter period shall be rejected by the Income tax department as non-responsive.

#### **10. Opening and Evaluation of Technical bids:**

- a. The tender committee appointed by the Income tax department will open all technical bids in the first instance on the appointed date, time and venue.
- b. During evaluation of the bids, the Income tax department may at its discretion ask the bidder for clarification of his bid. The request for clarification and response shall be in writing.
- c. No bidder shall contact the Income tax department on any matter relating to his bid from the time of the bid opening to the time of the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- d. Any effort by a bidder to influence the Income tax department in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.

## **11. Opening and evaluation of financial bids:**

- a. The results of the bid will be communicated in writing to the qualifying bidder.
- b. The price bid shall comprise the price component for all the services indicated in the Section-V of the bid document. The price quoted by the bidders shall include all applicable taxes, wherever applicable. The bidder shall include GST and surcharge etc. as applicable on the services that are provided under this contract in the lump sum rates quoted and Income tax department would not bear any additional liability on this account.
- c. Income tax department shall however, deduct such tax at source as per the rules and issue necessary certificate to the agency. The prices once accepted by the Income tax department shall remain valid till the contract remains in force.
- d. Rates shall include statutory obligations as may be applicable.
- e. Prices shall be quoted in Indian rupees only.
- f. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

## **12. Payment terms**

The contract payment shall be made as per the payment schedule mentioned below:

- (a) Payment shall be made on submission of work completion report and inspection of the work by Competent Authority of the department.
- (b) If at any time during the period of contract, the SCOPE OF WORK for which this job has been awarded is reduced/ abandoned, the payment value of this job order shall be reduced on pro-rate basis by the Income-tax department and the decision of the competent authority shall be binding on the Agency.

13. The Income-tax department, without assigning any reasons, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the action of the Income-tax department.

14. The Bidder shall sign his bid with the exact name of the concern to which the contract is to be awarded.

15. The Bid document filed by the bidder shall be typed or written in indelible ink. No over writing or cuttings shall be permitted.

16. The Income-tax department reserves the right to reject the bid having deviations from the prescribed terms and conditions.

17. The vendor shall not subcontract or permit anyone other than himself to perform any of the work, service or other performance required of the vendor under the contract.

18. Prior to the submission of Bid, the Bidder/authorized representative shall personally inspect the Income-tax department offices and facilities specified in the Bid at his own cost and under prior intimation to the Income Tax Officer, (Hqrs)-2, Madurai (Phone: 9445960311). This is necessary to enable the bidder to gather all the information, so as to prepare the Bid accurately after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of bidder having fully read and understood the tender document and the scope of work prescribed therein.

19. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

20. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Income-tax department may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority).

21. Department reserves the right to negotiate the price with the finally shortlisted bidder before awarding the contract, it may be noted that I.T. department will not entertain any price negotiation with any other bidder.

Read and accepted.

Signature and stamp of

Bidder or Authorized Signatory

## SECTION – IV TERMS & CONDITIONS OF CONTRACT

1. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. No bid will be considered unless and until all the pages of document comprising the Bid are properly signed and stamped by the authorized persons.
3. In the event of bid being accepted, the bid will be converted into a contract which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract. The work should commence within 2 days of award of work order and be completed within 5 days from the start of the work.
4. The contractor should not sub contract to others and if found sub-contracting, the contract is liable to be cancelled and cost of re-tendering process will be recovered from the contractor.
5. The Bidder should have an office located at Madurai to facilitate effective coordination while providing the services in the bid. The bidder should enclose documentary evidence of having an office at the Madurai District.
6. The Income tax Department does not bind itself to accept the lowest bid.
7. The contractor is jointly and severally liable for any damage to government properties and is vicariously liable for the omissions and commissions committed by its proprietor, employees and agents.
8. The Contractor has to submit a bill on completion of work only.
9. The GST shall be reimbursable to the contractor at the prevailing rates and the contract has to furnish the evidence for remitting the same, failing which, the above will be deducted from the contractor.
10. **Arbitration:**  
In case of any dispute arising out of or in relation to this agreement / contract [either during the period of its currency or thereafter], it shall be referred to a sole Arbitrator to be appointed by the competent authority and the decision of that Arbitrator shall be final and binding on both sides and there shall not be any appeal to any forum. The seat of the arbitration shall be at Madurai and the proceedings shall be governed by the Indian Arbitration & Conciliation Act, 1996.

**SECTION V**  
**SCOPE OF WORK AND OTHER CONDITIONS**

1. The amount quoted should be applicable till the completion of the work, no request for enhancement will be entertained.
2. The contractor should ensure that no damage should be caused to the building and adjacent property by their workers.
3. The work has to be commenced within 2 days of award of the work order and to be completed within 5 days from the start of the work.
4. The services should be rendered as mentioned in the tender notice without any changes/deviation.
5. No structural modification should be made to the existing building including demolition of walls or parts without the prior written approval of the Assistant Commissioner of Income Tax (Hqrs)(Admn), O/o The Chief Commissioner of Income Tax, Madurai.
6. The detailed description of services to be rendered, is as mentioned below:-

S.No	Description	Unit	Quantity
1	Providing and fixing galvanized iron sheet	Sq Ft	860
2	Laying of paver block	Sq Ft	1700
3	Surface excavation for old backyard area and levelling	Sq Ft	860
4	Providing and laying plain cement Concrete	Cu Ft	321
5	Dismantling, repairing and refixing old shed	Sq Ft	600

**6. Materials of 1<sup>st</sup> quality should be used for all the above mentioned works and higher standards should be maintained in using the materials and rendering the services.**

  
T/1102-3

आर.रमेश/R.Ramesh

आयकर अधिकारी (मुख्या)-2/Income Tax Officer (Hqrs)-2

मु, .का.आ.आ.मदुरै O/o CCIT, Madurai

**SECTION – VI**  
**TECHNICAL BID**

(On the letter head of the concern submitting the bid)

To

The Assistant Commissioner of Income Tax (Hqrs) (Admn),  
O/o. the Chief Commissioner of Income Tax,  
No.2, V.P. Rathinasamy Nadar Road,  
Bibikulam, Madurai – 625 002

Ref: Tender No.S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24 Dated 10/10/2023

Sir,

I/We hereby undertake to render the services as mentioned in the tender notice at the Income Tax Office, Madurai, as specified in the Bid/ tender document and agree to hold this offer for a period of 90 days from the date of opening of the tender. I/ we shall be bound by a communication of acceptance issued by you.

I/We have understood the Instructions of Bidder and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and are fully aware of the nature of the works to be executed and my/our offer is to supply the services strictly in accordance with the requirements.

Certified that I/We have the experience of more than three years in providing Landscaping services at Govt. and non Govt. buildings.

A detailed profile of the organization has been filled as prescribed in the **Annexure – A** of bid document and is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

- a. Full particulars of Govt. or other organizations, where the agency has carried out Landscaping services related contract for a period of three years. (Self-attested copies of the relevant work orders are to be enclosed).
- b. Certified copy of the audited balance sheet, profit and loss account particulars of the bidder for the financial years (any three in the last four financial years), in which the turnover of the bidder is not less than Rs.1 Crore, are to be submitted.
- c. A copy of PAN card & GST registration of the bidder.
- d. Information regarding any litigation, current or during the last three years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
- e. Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).



I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully, signature and  
Stamp of the Bidder or  
Authorized signatory

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2023

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Seal,

Signature of the bidder

**SECTION –VII**  
**FINANCIAL BID**

Having examined the bidding documents and having submitted the technical bid for the same, I/we, the undersigned, hereby submit the Financial Bid for rendering the services as required in S.F.No.SCDPM/CLNG(1)/CCIT/MDU/2023-24 dtd.10/10/2023 in Income Tax Office, Bibikulam, Madurai in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

1. Name, address and telephone No.  
of the Bidder/ Applicant Contractor

**PROFORMA FOR QUOTING RATES**

<b>RESTORATIVE LANDSCAPING SERVICE FOR THE INCOME TAX OFFICE, MADURAI</b>				
S. No.	Description	Sq. ft /Cu. ft (Approximate)	Rate/Sq. ft	Total
1	Providing and fixing galvanized iron sheet	860 Sq Ft		
2	Laying of paver block	1700 Sq Ft		
3	Surface excavation for old backyard area and levelling	860 Sq Ft		
4	Providing and laying plain cement Concrete	321 Cu Ft		
5	Dismantling, repairing and refixing old shed	600 Sq Ft		
<b>TOTAL (INCLUDING GST)</b>				

Signature with Date: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Seal: \_\_\_\_\_

**Name and Signature of the  
Authorized Signatory**

## DECLARATION

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

(Signature of Authorized Signatory with date)

Note:

1. The rates should be quoted as per the prevalent rates in the market.
2. Tender will be opened on **17/10/2023 at 12.00 PM** in O/o the Chief Commissioner of Income Tax, No.2 V.P. Rathinasamy Nadar Road, Bibikulam, Madurai- 625 002 in front of bidders or authorized representative.
3. The bidders are advised to be present at least 20 minutes before the tender opening time. The late comers won't be allowed to participate in tender evaluation process.
4. The bidders are insisted to bring authorization letter along with ID card while participating in the process of evaluation of bids.
5. The work has to be commenced within 2 days of award of the work order and to be completed within 5 days from the start of the work, failing which a penalty of Rs.2,000/- per day of delay will be imposed and will be deducted from the final payment.

**SECTION – VIII**  
**EVALUATION METHOD**

**The criteria of selection as well as rejection.**

1. The bidder should fulfill eligibly criteria mentioned in Section-III of this document to be able to qualify for consideration at the stage of technical evaluation: i.e. Only those Bid(s) shall be treated as responsive bid(s) which fulfils all the criteria/ parameters
2. Incomplete tenders would be rejected.
3. Tendering process shall be finalized only when there are at least three responsive bids.
4. In a normal situation, the contract shall be awarded to the lowest responsive bidder. However, mere lowest rate is not the sole criteria of selection. Income-tax department is not bound to accept the lowest rates.
5. Without affecting the sanctity of the above criteria, Income-tax department, reserves right to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if the situation so warrants in the interest of the department.
6. Income-tax department, also reserves the right to accept or reject any or all bids without assigning any reasons.
7. Income-tax department, also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the condition, Specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.

**The parameters and process for Evaluation.**

1. The technical bids will be evaluated by the screening committee on the basis of following parameters.
  - i) Past performance
  - ii) Credentials
  - iii) Financial capacity with respect to gross receipts
  - iv) Evaluation of competence done by Tender Committee
  - v) Fulfillment of provisions of legal obligations
2. Evaluation of these parameters shall be based on documents and information submitted by the bidders without recourse to extrinsic evidence.
3. Financial bids of those who qualify after the evaluation of technical bids by screening committee would be opened and intimated later.

.....

**Annexure 'A'**  
**PROFILE OF ORGANIZATION**

S.No.	Particulars	Details
1	Name of the Firm/Company	
2	Address with email, Phone, Fax, Mobile Nos :	
3	Year of Establishment of the firm and experience in the rendering of Restorative Landscaping services:	
4	PAN/TIN No: (enclose copies)	
5	GST No: (enclose GST Registration)	
6	Details of services rendered during the last 3 years (add documentary proof of the same) with satisfactory completion certificate of the concerned organizations	
7	List of similar work undertaken /in hand at present (proof documents)	
8	Certified copy of the audited balance sheet and profit and loss account of the bidder for the financial years (any three in the last four financial years), in which the turnover of the bidder is not less than Rs. 1 Crore.	
9	Any other information in support of their past antecedent present experience, approach & methodology of work, competence to execute contract, financial capacity etc.	

**Note:** Please attach extra sheet in support of your information, if space in the column is insufficient. It is requested to visit the site and to ascertain the quantum of work before submitting the tender.

Signature & Seal of bidder