



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TAMILNADU
121, Mahatma Gandhi Road, Nungambakkam, Chennai-600 034.

Phone No 044-28338318 Fax No 28338596

Website: www.tninetax.gov.in E mail : chennai.ito.hq.estates@incometax.gov.in

C.No.530(4)(i)/Water/2021-22

Dated: 22.10.2021

NOTICE INVITING TENDER
FOR PROVIDING WATER SUPPLIES

The Income Tax Department invites sealed offers from **Reputed Concern** engaged in the business of supply of Potable Water to Income Tax Office Campus, Aayakar Bhawan, 121, M.G. Road, Nungambakkam, Chennai-34, Income Tax Quarters at C.R.Colony-Anna Nagar, Baracca Road-Kellys, Bazullah Road-T.Nagar and SAF Games Village-Koyambedu for the period of one year from 11.11.2021 to 10.11.2022. Tender document can be downloaded from the web site : www.tninetax.gov.in & **CPP Portal** and the last date for receipt of filled in tender forms is **29.10.2021**


(V. VIDHYADHAR)

Additional Commissioner of Income Tax(HQ)(Admn)
For Principal Chief Commissioner of Income Tax
Chennai - 600034





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TENDERING PROCESS:

Tender is invited in two parts i.e. **(1) Technical bid and (2) Financial bid**. The tender form for Technical bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects should be submitted in Two separate sealed covers addressed to the Additional Commissioner of Incometax (H.Q.)(Admn.), O/o Pr.CCIT, Tamilnadu, by **5:00 p.m.** on **29.10.2021**. The sealed covers may be superscribed with "**Technical Bid – “Tender for Water Supplies”**" and "**Financial Bid - “Tender for Water Supplies”**" respectively. It will be opened



by the undersigned on **02.11.2021** at **11:00 a.m.** Incomplete bid document will be rejected. The valid technical bids will be scrutinised by the Department to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders will be opened by the undersigned on the same day. Late submission of tenders will not be accepted.

Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of the Administrative Officer, O/o the Principal Chief Commissioner of Income Tax, Tamilnadu should accompany with the qualifying bid. Qualifying bid without Earnest Money Deposit will be rejected. No interest shall be paid on the EMD.

The successful bidder of the contract has to submit a **Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt of Rs.2,50,000/-** (Rupees Two Lakh Fifty Thousand only) within Seven days from the day of obtaining the Contract. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorised signatory.

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

TERMS AND CONDITIONS:

The Contractor shall be considered for award of contract only if they agree to abide by the following terms & conditions:

1. The Bidder should have full equipped office in Chennai.



2. The Bidder should have a minimum of 5 years of experience in providing Water Supplies to various Government organizations
3. During the past 5 years no government organization should have disqualified or black listed the bidder. There should be no disputes involving clients on the basis of the terms of contract with bidder. A self declaration certificate should be enclosed in the technical bid.
4. The Bidder must have GST Registration, Trade Licence from the date of incorporation of the Company or from the year on which the bidder has come into the purview of various statutory authorities.
5. The evidence for filing of Return of Income along with supporting documents based on which the return of income was filed like P & L, Income & Expenditure Account, Balance Sheet, for past three Assessment Years 2018-19, 2019-20 & 2020-21 should be enclosed along with the Technical Bid.
6. The Bidder must have gross contractual receipts from providing Water Supplies of **Rs.One Crore** and above during the financial year 2020-2021. A statement showing list of clients along with evidence for contractual receipts to be enclosed.
7. In the event of any of the above conditions not being satisfied the Qualifying Bid will be rejected and the Finance Bid will not be opened.
8. In the event of the Contract being awarded, the Contractor should be prepared to supply water w.e.f. **11.11.2021**
9. Tax shall be deducted at source as per the Income tax Rules from the monthly bills.
10. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.



11. The Contractor and the employees engaged by the Contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.

12. The Contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to the third party.

13. The Contractor shall quote the rates inclusive of labour charges, statutory expenses and other costs.

14. The Contractor should have obtained permission from the Local Authorities/State Government for drawal of water and source. Permission should have been obtained related to his business of water supplies.

SCOPE OF THE WORK :

1.The Contractor shall supply water to Income Tax Office Campus, M.G. Road and Income Tax Quarters at Baracca Road, Bazullah Road, C.R. Quarters, Anna Nagar and SAF Games Village, Koyambedu

2. The Contractor should have tanker lorries of capacity 32 Kl & 24 Kl and satisfying the pollution norms. The weight of the vehicle should not exceed the guidelines issued by the RTO authorities.

3.No Air Horn shall be fitted in the Vehicle. Bulb Horn should be provided in the Vehicle compulsorily.



4. Vehicles conforming to Chennai city emission norms will be applicable. Updated Emission Check Certificate issued by the Tamil Nadu Pollution Control Board should be produced as and when required by this Department
5. There should not be any spillage of water while the Vehicle is plying on the road
6. The Tankers should have valid lorry permit/Insurance/fitness certificate/Road Tax paid for the entire contract period. The above documents will be verified by this Department as and when it required.
7. Potable Water should be supplied as and when instructed by this Department or its Authorised Representatives over Phone
8. The Contractor shall provide Test Report of water as and when instructed by this Department.
9. Payment shall be made by this department on the basis of number of kilo litre of water received on monthly basis against the production of challans duly signed by this department or its authorized representatives.
10. In case of any damages caused to the property of the department/visitors inside the above said Premises by the water tankers/suppliers/labourers, the charges for the damage caused shall be recovered from the subsequent month's Bill and the Contractor will be liable for any action taken by the Department or as well as any statutory authorities of State /Central Government.
11. No request for escalation of rates shall be entertained for whatsoever reason during the period of contract.



12. Failure by the contractor to comply with any statutory requirements and/or the terms for the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

13. In case the contractor withdraws or the department terminate the contract for violation of terms and conditions and/or deficiency in service during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against performance guarantee provided by the contractor.

14. In the event of the Department deciding to renew this contract on the same terms as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision of the Department to the Contractor prior to the expiry of this Agreement, in which event the parties to this agreement shall be governed by such documents for future or further transactions.

The tenderer should ensure that the following documents are part of the Technical bid:

- A] Annexure – I (duly filled in)
- B] EMD for Rs.1,00,000/-
- C] Tender document (all pages signed)

The Financial bid:

- A] Duly filled in Annexure – II (duly filled in)

Encl.:

1. Technical bid document (Annexure – I)
2. Financial bid document (Annexure – II)


(V. VIDHYADHAR)

ADDITIONAL COMMISSIONER OF INCOME TAX (H.Q)(ADMN.)
FOR PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, TN & P
CHENNAI.



TECHNICAL BID DOCUMENT

1. Name of the Conern :
2. Office Address (with Tel No., Fax & E-mail) :
3. Office Address at Chennai
(with Tel No., Fax & E-mail)
4. Contact Person(s) with Mobile Number :
5. No of years of experience in providing Water
Supply :
6. List of clientele :
7. PAN No. :
8. GST Registration No. :
9. Details of Registration Nos of Water Tanker
(attach copy of RC Book) :
10. Details of EMD :

DECLARATION

I hereby certify that the information furnished above is full 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, the firm/company/proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)



FINANCIAL BID DOCUMENT

1. Name of the Concer :
2. Office Address (with Tel No., Fax & E-mail):
3. Office Address at Chennai
(with Tel No., Fax & E-mail)
4. Contact Person(s) with Mobile Number :
5. Cost per Kilo Litre of Potable
water (inclusive of Fuel charges, Salaries
to crew, all incidentals, repairs etc :
& statutory expenses) per month :
(Exclusive of GST) :

I hereby certify that the information furnished above is full 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, the firm/company/proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of the Authorized Signatory with date)

