



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE ADDL COMMISSIONER OF INCOME TAX,
CENTRAL RANGE, MADURAI
Income Tax Staff Quarters Campus, Kulamangalam Main Road,
Meenambalpuram, Madurai 625002. Fax-0452-2526901**

C.No.78/TENDER/CR/MDU/2022-23

Dated: 08.02.2023

**NOTICE INVITING TENDER FOR SALE OF OLD STEEL ALMIRAH'S AT
GROUND FLOOR OF INCOME TAX OFFICE, CENTRAL RANGE,
MEENAMBALPURAM, MADURAI**

The Additional Commissioner of Income Tax, Central Range, Madurai intends to invite sealed tenders from buyers for sale of Old Steel Almirah's at Income Tax Office, Central Range, Meenambalpuram, Madurai. Tender forms along with terms and conditions can be downloaded from the web site www.tninetax.gov.in and the last date for receipt of filled in tender forms is 15.02.2023 by 3.00 P.M.

(K.CHATHIYAMOORTHI)

Administrative Officer & DDO

O/o the Additional Commissioner of Income Tax
Central Range, Madurai



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TENDER DOCUMENT

**FOR SALE OF OLD STEEL ALMIRAH'S AT
GROUND FLOOR OF INCOME TAX OFFICE,
CENTRAL RANGE, MEENAMBALPURAM,
MADURAI**



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MEENAMBALPURAM, MADURAI**

The Additional Commissioner of Income Tax, Madurai intends to invite sealed tenders for sale of Old Steel Almirah's at Income Tax Office, Central Range, Meenambalpuram, Madurai. The detailed descriptions to participate in this tender are given in section V of this document.

2. Sealed tenders, duly superscribed **"For sale of Old Steel Almirah's at Income Tax Office, Central Range, Meenambalpuram, Madurai** and addressed to **" The Additional Commissioner of Income Tax, Central Range, Income Tax Office, Meenambalpuram, Madurai"** are invited so as to reach O/o the Additional Commissioner of Income Tax, Madurai – 625 014 by **3:00 p.m.** on **15.02.2023**. Tenders received after stipulated date/time shall not be entertained. Canvassing in any form will entail rejection of tender.

3. The base value of Old Steel Almirah is fixed as Rs.1830/-per Almirah. Interested concerns may make a spot inspection and contact the Administrative Officer, O/o the Addl.CIT, Central Range, Madurai (Mobile: 9445955769) and Multi- Tasking Staff, O/o the Addl.CIT, Central Range, Madurai (Mobile: 9750736274) to evaluate the condition of the Old Steel almirah's. Detailed information/terms and conditions for the purpose can be downloaded from **www.tnincometax.gov.in**. A non-refundable tender fee of Rs.500/-and Advance bid Value of Rs.40,000/- in the form of Demand Draft/Banker's cheque in favour of ZAO, CBDT, Madurai payable at

Madurai, have to be remitted along with the duly filled tender application form.

4. The quotation will be accepted on the basis of the Highest rate quoted subject to fulfillment of the specification 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.


(K.CHATHIYAMOORTHI)

Administrative Officer & DDO
O/o the Additional Commissioner of Income Tax
Central Range, Madurai



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GROUND FLOOR OF INCOME TAX OFFICE, CENTRAL RANGE,
MEENAMBALPURAM, MADURAI**

C.No.78/TENDER/CR/MDU/2022-23

Dated: 08.02.2023

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Meenambalpuram, Madurai 625002. Fax-0452-2526901**

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

Open Tender vide C.No.78/TENDER/CR/MDU/2022-23 Dated: 08.02.2023	
Last Date & Time for receipt of Bid	Date: 15.02.2023, Time : 03:00 PM
Date & Time of opening of Bid	Date: 16.02.2023, Time : 11:00 AM
Place of opening of Technical Bid	O/o the Addl.Commissioner of Income Tax, Central Range, Income Tax Office, Madurai – 625 014.
The tender documents can be obtained from	Downloaded from Dept. website www.tnincometax.gov.in .
Tender addressed to:	The Additional Commissioner of Income Tax, Income Tax office, Central Range, Meenambalpuram, Madurai – 625 014.
Cost of Tender	Rs.500/-
Advance Bid Value	Rs.40,000/-
Last date for payment of balance amount of the Bid Value	2days from the date of receipt of award of bid
Date of Commencement of removal of the Sold Old Steel Almirah	Within 3 days of date of receipt of award of bid
Date of Completion of removal of the Sold Old Steel Almirah	Within 6 days from the date of receipt of award of bid.

SECTION-II
INVITATION TO BID

C.No.78/TENDER/CR/MDU/2022-23

Dated: 08.02.2023

1. The Additional Commissioner of Income Tax, Central Range, Madurai invites sealed bids from buyers for sale of the Old Steel almirah's as mentioned in the notice.
2. The detailed descriptions on Scope of bid and other condition are given in section V of this document.
3. The cost of tender (non-refundable) of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Banker's cheque in favour of **"ZAO, CBDT, Madurai" payable at Madurai**, has to be remitted along with bid forms.
4. The Advance Bid Value of **Rs.40,000/- (Rupees Forty Thousand only)** in the form of Demand Draft / Banker's cheque in favour of **"ZAO, CBDT, Madurai" payable at Madurai** has to be remitted along with bid forms.
5. The balance amount of bid Value excluding the advance of Rs.40,000/- along with GST @ 18% should be paid in the form of Demand Draft in favour of **"ZAO, CBDT, Madurai" payable at Madurai** within 2days of date of receipt of award the Bid.
6. The Old Steel almirah's should be cleared within 6 days from the date of receipt of award the bid.
7. The bid document can be downloaded from **www.tnincometax.gov.in**.
8. The Addl.CIT, Central Range, 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.
9. The sealed tenders complete in all respect and addressed to the Additional Commissioner of Income Tax, Income Tax Office, Central Range, Meenambalpuram, Madurai – 625 014 shall reach this office, not later than 03:00 p.m. on 15.02.2023. 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

INSTRCUTION TO BIDDERS

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

Eligibility Criteria:

a. The applicant buyer should furnish document for have been in the business of purchase of Old materials/ Scraps of resale for a minimum three years i.e. since F.Y.2019-20.

b. The applicant should furnish copy of PAN Card and GST registration number.

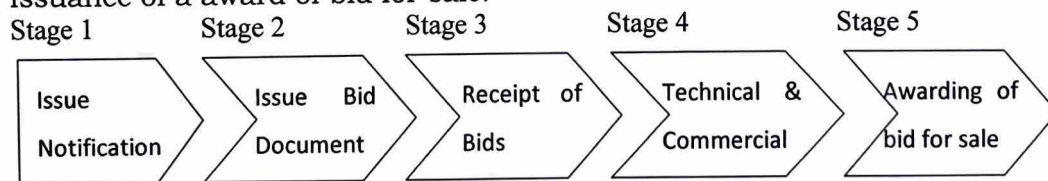
c. The rates quoted by the bidder should be exclusive of all applicable taxes such as GST etc.

d. The applicant buyer should furnish document for having experience in such line of business from reputed entities.

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 bidder will involve a five (5) stage approach before issuance of a award of bid for sale.



3. The bidder is required to fill up the profile of his entity 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 Govt. or other organizations, where the buyer has carried out purchase of Scrap/Old materials for a period of three years. (Self attested copies of the relevant award of bid are to be enclosed).
- b. A copy of PAN card& GST registration of the bidder should be submitted.
- c. Certificate that the bidder was not involved in any litigation, current or during the last three years in which the bidder was/is involved.
- d. The cost of tender (non-refundable) of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Banker's cheque in favour of "**ZAO, CBDT, Madurai**" payable at Madurai, has to be remitted along with bid forms.
- e. The Advance Bid Value (refundable, if the bid is not successful) of **Rs.40,000/- (Rupees Forty Thousand only)** in the form of Demand Draft / Banker's cheque in favour of "**ZAO, CBDT, Madurai**" payable at Madurai has to be remitted along with bid forms.

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 "**NOTICE INVITING TENDER FOR SALE OF OLD STEEL ALMIRAH'S AT GROUND FLOOR OF INCOME TAX OFFICE, CENTRAL RANGE, MEENAMBALPURAM, MADURAI**" and shall be addressed to the Additional Commissioner of Income Tax, Income Tax office, Central Range, Meenambalpuram, Madurai – 625 014. 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 in to a sealed larger envelope (Maximum width of 10 inch), to O/o the Additional Commissioner of Income Tax, Income Tax Office, Central Range, Meenambalpuram, Madurai – 625 014 by 03:00 p.m. on 15.02.2023.

7. Deadline for submission of bids:

a. Bids must be received by the Addl.CIT 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 Addl.CIT, Central Range, Madurai after the deadline for submission for bids prescribed by the Additonal Commissioner of Income Tax, Central Range, Madurai 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 10 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 award of bid. 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 decision to award of bid 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 Cost of removing the sold Old Steel almirah should be borne by the bidder and the price quoted excludes the same. The price quoted by the bidders shall exclude all applicable taxes, wherever applicable.
- c. Prices shall be quoted in Indian rupees only.
- d. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the lower of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the lower 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 payment for purchase shall be made as per the payment schedule mentioned below:

- (a) The balance payment of the bid value excluding the advance bid value of Rs.40,000/- along with the applicable GST @ 18% (shall be made by the buyer within two days of date of receipt of award of bid.

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 bid 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. Prior to the submission of Bid, the Bidder/authorized representative may personally inspect the income-tax department offices and Bid material at his own cost and under prior intimation to the Administrative Officer, O/o the Addl.CIT, Central Range, Madurai (Mobile: 9445955769) and Multi-Tasking Staff, O/o the Addl.CIT, Madurai (Mobile: 9750736274). 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 scope of the bid prescribed therein.

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

19. 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).

Read and accepted.

Signature and stamp of

Bidder or Authorized Signatory

SECTION – IV
TERMS & CONDITIONS OF TENDER

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. The cost of tender (non-refundable) of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Banker's cheque in favour of "**ZAO, CBDT, Madurai**" payable at Madurai, has to be remitted along with bid forms.
3. The Advance Bid Value (refundable, if the bid is not successful) of **Rs.40,000/- (Rupees Forty Thousand only)** in the form of Demand Draft / Banker's cheque in favour of "**ZAO, CBDT, Madurai**" payable at Madurai has to be remitted along with bid forms and must accompany the technical bid in the sealed envelope without which the bid will be rejected.
4. 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.
5. In the event of bid being accepted, the bid will be awarded which will be governed by the terms and conditions given in the bid document. The work should be completed within 6 days from the date of receipt of award of the bid.
6. The Income tax Department reserves its right to accept the highest bid.
7. The buyer has to submit a Demand Draft before completion of work.
8. The Advance Bid Value (i.e. Rs.40,000/-) submitted by the bidder in the form of DD in favour of "ZAO, CBDT, MADURAI" payable at Madurai, with the prequalification bid, would be held by the O/o the Addl.CIT, Central Range, Madurai to filter interested/genuine bidder.
9. **Arbitration:**
In case of any dispute arising out of or in relation to the award of bid, it shall be referred to a sole Arbitrator to be appointed by the Additional Commissioner of Income Tax, Central Range, Madurai 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 BID AND OTHER CONDITIONS

1. The amount quoted should be equal to higher than the base value quoted of Rs.1830/- per almirah. The bidder should make the payment of balance bid value excluding the advance bid value of Rs.40,000/- along with applicable GST @ 18% within 02 days of date of receipt of award of bid.
2. The bidder should ensure that no damage is caused to the building and property adjacent while removing the sold old steel materials.
3. The work for removing the sold old steel materials has to be commenced within 03 days of date of receipt of award of the bid and to be completed within 06 days of date of receipt of award of the bid.
4. The bidder should deploy his own men, material & Conveyance for loading the sold material and no assistance will be given from the department in this regard.
5. The detailed description of items is as mentioned below:-

<u>NOTICE INVITING TENDER FOR SALE OF OLD STEEL ALMIRAH'S AT GROUND FLOOR OF INCOME TAX OFFICE, CENTRAL RANGE, MEENAMBALPURAM, MADURAI</u>		
S.No.	Description	Nos
1.	Old Steel Almirah's (Approximately of 7-10 years old)	94


(K.CHATHIYAMOORTHI)

Administrative Officer & DDO

O/o the Additional Commissioner of Income Tax
Central Range, Madurai

SECTION - VI
TECHNICAL BID

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

To

The Additional Commissioner of Income-tax,
Central Range,
Income Tax Office,
Meenambalpuram,
Madurai

Ref: Tender No. _____ Dated _____

Sir,

I/We hereby undertake to purchase the item as mentioned in the tender notice at the Income Tax Department, Madurai, as specified in the Bid/ tender document and agree to hold this offer for a period of 10 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 Scope of bid and other conditions and my/our offer is to execute the same strictly in accordance with the requirements.

Certified that I/We have the experience of carrying out purchase of Scrap/Old materials for a period of three years. (Self attested copies of the relevant award of bid are to be enclosed)..

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 buyer has carried out purchase of Scrap/Old materials for a period of three years. (Self attested copies of the relevant award of bid are to be enclosed).

b. A copy of PAN card& GST registration of the bidder.

c. Certificate that the bidder was not involved in any litigation, current or during the last three years in which the bidder was/is involved.

d.The cost of tender (non-refundable) of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Banker's cheque in favour of "**ZAO, CBDT, Madurai**" payable at Madurai, is remitted along with bid forms.

e. The Advance Bid Value (refundable, if the bid is not successful) of **Rs.40,000/- (Rupees Forty Thousand only)** in the form of Demand Draft / Banker's cheque in favour of "**ZAO, CBDT, Madurai**" payable at Madurai is remitted along with bid forms.

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 executing the "Notice Inviting Tender For Sale Of Old Steel AlmiraH's At Ground Floor Of Income Tax Office, Central Range, Meenambalpuram, 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 bid & other condition 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

<u>NOTICE INVITING TENDER FOR SALE OF OLD STEEL ALMIRAH'S AT GROUND FLOOR OF INCOME TAX OFFICE, CENTRAL RANGE, MEENAMBALPURAM, MADURAI</u>				
S.No.	Description	Nos	Rate (per Nos)	Total
Total				
GST @ 18%				
Total(including GST @ 18%				

Signature with Date:_____

Name of the Firm :_____

Seal:_____

Name and Signature of the

Authorised 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 16.02.2023 at 11.00 AM in O/o the Addl. Commissioner of Income Tax, Central Range, Income Tax Office, Meenambalpuram Madurai in front of bidders or authorized representative.
3. The bidders are advised to be present atleast 10 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.

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 two responsive bids.
4. The bid shall be awarded to the bidder quoting highest rate excluding GST.
5. Without affecting the sanctity of the above criteria, Income-tax department, Madurai 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, Madurai also reserves the right to accept or reject any or all bids without assigning any reasons.
7. Income-tax department, Madurai also reserves the right to reject any bid (including the highest 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) Evaluation of competence done by Tender Committee
 - iv) 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 subsequently.

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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/Company and experience in purchase of Scrap/Old materials	
4	PAN/TIN No: (enclose copies)	
5	GST No: (if any)	
6	Details of purchase executed during the last 3 years (add documentary proof of the same)	
7	Details of Demand Draft/Bankers cheque in respect of Tender fee (i.e. Rs.500/-)	
8	Details of Demand Draft/Bankers cheque in respect of Advance Bid Value (i.e. Rs.40,000/-)	
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.

Signature & Seal of bidder