



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE ADDL COMMISSIONER OF INCOME TAX,
CENTRAL RANGE, MADURAI
INCOME TAX OFFICE, KULAMANGALAM MAIN ROAD,
MEENAMBALPURAM, MADURAI 625002. FAX-0452-2526901**

C.No.84/MINOR WORKS/CR/MDU/2023-24

Dated: 11.08.2023

**RENOVATION AND UPGRADATION OF THE ROOMS FOR OFFICERS
(ROOM NO-W003,W004,W005,& W007) AND THEIR ALLIED CIVIL AND
ELECTRICAL WORKS AT O/O THE ADDL.CIT, CENTRAL RANGE, AT
GROUND FLOOR, INCOME TAX OFFICE, MEENAMBALPURAM, MADURAI**

The Additional Commissioner of Income Tax, Central Range, Madurai intends to invite sealed tenders from reputed firms/agencies engaged in the business of renovation/reconstruction works, partition & false ceiling works, wooden works, plumbing works, electrical works & painting works to execute the work of Renovation and Upgradation of the rooms for Officers viz Room No- W 003, W004, W005 & W007 (Ground Floor) of Income Tax Office, Central Range, Meenambalpuram, Madurai. Tender forms along with terms and conditions can be downloaded from the web site www.tnincometax.gov.in and the last date for receipt of filled in tender forms is 22.08.2023.


(K.CHATHIYAMOORTHI)

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



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TENDER DOCUMENT

**FOR RENOVATION AND UPGRADATION OF THE
ROOMS FOR OFFICERS (ROOM NO.
W003, W004, W005, & W007) AT GROUND
FLOOR OF INCOME TAX OFFICE, CENTRAL
RANGE, MEENAMBALPURAM, MADURAI**



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE ADDL COMMISSIONER OF INCOME TAX,
CENTRAL RANGE, MADURAI
INCOME TAX OFFICE, KULAMANGALAM MAIN ROAD,
MEENAMBALPURAM, MADURAI 625002. FAX-0452-2526901**

C.No.84/MINOR WORKS/CR/MDU/2023-24

Dated: 11.08.2023

**NOTICE INVITING TENDER FOR RENOVATION AND UPGRADATION OF
THE ROOMS FOR OFFICERS (ROOM NO. W003,W004,W005,& W007)
AND THEIR ALLIED CIVIL AND ELECTRICAL WORKS 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 reputed firms/agencies engaged in the business of renovation/reconstruction works, partition & false ceiling works, wooden works, plumbing works, electrical works & painting works to execute the work of Renovation and Upgradation of the rooms for Officers (Room No- W 003, W004, W005 & W007) Ground Floor of Income Tax Office, Central Range, Meenambalpuram, Madurai. The detailed descriptions of the scope of work of the contract are given in section V of this document.

2. Sealed tenders, duly superscribed **“Tenders For Renovation And Upgradation of the Rooms for Officers (Room No. W003,W004,W005,& W007) and their Allied Civil and Electrical Works at Ground Floor of 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 22.08.2023. Tenders received after stipulated date/time shall not be entertained. Canvassing in any form will entail rejection of tender.

3. 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 estimate the volume & scope of work. Detailed information/terms and conditions for the purpose can be downloaded from www.tnincome.gov.in. A non-refundable tender fee of Rs.500/-and Earnest Money Deposit/bid security (refundable) 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 lowest rate subject to fulfilment 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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MEENAMBALPURAM, MADURAI 625002. FAX-0452-2526901

TENDER DOCUMENT FOR RENOVATION AND UPGRADATION OF THE
ROOMS FOR OFFICERS (ROOM NO. W003,W004,W005,& W007) AND
THEIR ALLIED CIVIL AND ELECTRICAL WORKS AT GROUND FLOOR OF
INCOME TAX OFFICE, CENTRAL RANGE, MEENAMBALPURAM,
MADURAI

C.No.84/MINOR WORKS/CR/MDU/2023-24

Dated: 11.08.2023

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

| | |
|--|---|
| Open Tender vide C.No.84/MINOR WORKS/CR/MDU/2023-24 Dated: 11.08.2023 | |
| Date of start of work | Within 2 days of receipt of work order |
| Periodic date of Completion (PDC) | Within 45 days from the date of start of work |
| Cost of Tender | Rs.500/- |
| Earnest Money Deposit | Rs.40,000/- |
| Last Date & Time for receipt of Bid | Date: 22.08.2023, Time : 03:00 PM |
| Date & Time of opening of Bid | Date: 23.08.2023, 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.tninetax.gov.in . |
| Tender addressed to: | The Additional Commissioner of Income Tax, Income Tax office, Central Range, Meenambalpuram, Madurai – 625 014. |

SECTION-II
INVITATION TO BID

C.No.84/MINOR WORKS/CR/MDU/2023-24

Dated: 11.08.2023

1. The Additional Commissioner of Income Tax, Central Range, Madurai invites sealed bids from the eligible agencies for works as mentioned in the notice.
2. The detailed descriptions of the scope of work of the contract 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 earnest money deposit/bid security (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.
5. The work has to be commenced within 2 days of award of the work order and to be completed within 45 days from the start of the work.
6. The bid document can be downloaded from www.tninetax.gov.in.
7. 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 22.08.2023. 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 per below:

Eligibility Criteria:

a. The applicant contractor (i.e. The agency) should have been in the business of renovation/reconstruction works, plumbing works, electrical works & painting works for minimum three years i.e. since F.Y.2020-21.

b. The annual turnover of the applicant contractor should not be less than Rs.60 lakhs in atleast three of the financial years, 2020-21,2021-22 & 2022-23.

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

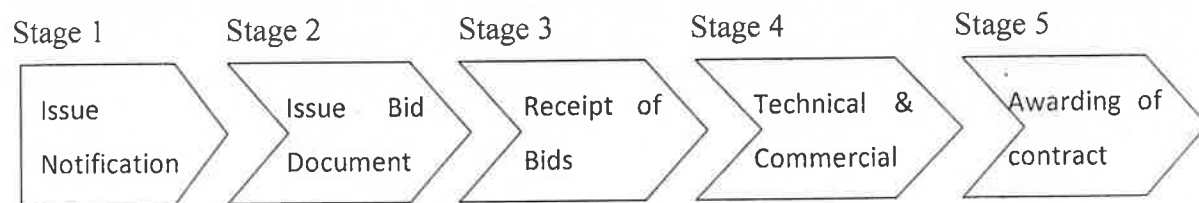
d.The applicant contractor should have complied with all the legal provisions pertaining to his/its line of business.

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

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 Govt. or other organizations, where the agency has carried out renovation/reconstruction works related contract for a period of three years. (Self attested copies of the relevant work orders are to be enclosed).
- b. The bidder should visit the site at Income Tax Office, Central Range, Meenambalpuram, Madurai and submit a layout/drawings as per the scope of work which shall be acknowledged with the concerned Income Tax authority, before participating in the bid. The said acknowledged layout/drawings shall be submitted along with the bid. The site visit should be completed within 3days from the date of bid.
- c. Certified copy of the audited balance sheet, profit and loss account and income tax return particulars of the bidder for the previous 3 A.Y.s (2021-22, 2022-23 & 2023-24) are to be submitted.
- d. A copy of PAN card& GST registration of the bidder should be submitted.
- e. Self certification that the bidder is not having any litigation for past or present contracts. In any other case, 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.(Copies of relevant documents to be enclosed)
- f. 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.(Copies of relevant documents to be enclosed)
- g. 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).
- h. 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.
- i. The earnest money deposit/bid security (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 '**Bid for Renovation and Upgradation of the Rooms for Officers (Room No. W003,W004,W005,& W007) and their Allied Civil and Electrical Works 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 22.08.2023. No acknowledgement, in respect of receipt of any bid, shall be issued.

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 Additional 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 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 surcharges 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 Additional Commissioner of Income-tax, Central Range, Madurai 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 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 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. 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 earnest money deposit/bid security (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. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Income Tax Department to sign the contract on terms contained in the bid document.
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 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 45 days from the start of the work.
6. 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.
7. The Income tax Department does not bind itself to accept the lowest bid.
8. 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.
9. The Contractor has to submit a bill on completion of work only.

10. The GST shall be reimbursable to the contractor at the prevailing rates and the contractor has to furnish the evidence for remitting the same, failing which, the above will be deducted from the contractor.
11. The EMD (i.e. Rs.40,000/-) submitted by the successful contractor 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 as bid security and shall be refunded upon submission of work completion report and inspection of the work by Competent Authority of the department. No interest shall be payable by the O/o the Addl.CIT, Central Range, Meenambalpuram, Madurai on EMD.

12. **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 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 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 no damage should be caused to the building and property adjacent by their workers.
3. The work has to be commenced within 2 days of award of the work order and to be completed within 45 days from the start of the work.
4. The work should be executed as mentioned in the tender notice without any changes/deviation.
5. The detailed description of works is as mentioned below:-

| Renovation and Upgradation of the Rooms for Officers (Room No. W003,W004,W005,& W007) and their Allied Civil and Electrical Works at Ground Floor of Income Tax Office, Central Range, Meenambalpuram, Madurai | | |
|---|--|-----------------------------|
| S.No. | Description | Sq. ft (Approximate) |
| 1. | <u>Dismantling and Demolishing Work</u> | |
| | <u>W-003:</u> | |
| | -Demolishing the existing wall at 3 feet for closing the door area | 3(L)x7(H) |
| | -Dismantling of 3 feet Wall for shifting the door area | 3(L)x7(H) |
| | -Dismantling of cupboard area | 4.5(L)x7(H) |
| | <u>W-004 & W-005:</u> | |
| | -Dismantling of Centre Wall at W-004 & W-005 | 19(L)x10(H) |
| | -Dismantling of 3 feet Wall for closing the door area. | 3(L)x7(H) |
| | -Altering the already existing grill of the Window. | 6(L)x5.5(H) 305Lx5.5(H) |
| -Dismantling the Old tiles for replacing with new one. | 21.25(L)x19(H) | |
| <u>W-007:</u> | | |
| -Dismantling of door closing area | 3(L)x7(H) | |

| | | |
|----|---|--|
| | -Dismantling of cupboard area(A) | 3.75(L)x7(H) |
| | -Dismantling of cupboard area(B) | 5.5(L)x7(H) |
| | - Dismantling of cupboard area(C) | 4.5(L)x7(H) |
| | -Dismantling the Old tiles for replacing with new one. | 6(L)x6(B) |
| | -Dismantling the Grill Windows | 5.5(L)x6.5(H)x2nos |
| 2. | <u>Brick Works:</u> <u>W-004 & W-005:</u> - Closing the Old door area | 3.5(L)x7(H) |
| | -Closing the Existing Window Grill area | 4.75(L)x5.5(H) |
| | -Closing the Existing Window Grill area | 2(L)x5.5(H) |
| | <u>W-003:</u> -Closing the door area | 3(L)x7(H) |
| | <u>W-007:</u> -Closing the door area | 2.5(L)x7(H) |
| | -Closing the Existing Window Grill area | 5.5(L)x6.5(H)x2nos |
| | -Closing the Cupboard area(A) | 3.75(L)x7(H) |
| | -Closing the Cupboard area(B) | 5.5(L)x7(H) |
| | -Constructing Rest room/ Toilet area | 5.25(L)x10(H)x2nos 7.25(L)x10(H)x2nos |
| 3. | <u>Plastering Area:</u> <u>W-003:</u> -Inner & Outer area plastering | 3(L)x7(H)x2nos |
| | <u>W-004 & W-005:</u> -Plastering the demolished area of Centre Wall | 2(L)x10(H)x2nos 68sq.ft |
| | -Plastering the demolished Window grill area(A) | |
| | -Plastering the demolished Window grill area(B) | 46sq.ft |
| | -Plastering Rest Room/Toilet Area | 405sq.ft |
| | -Plastering the inner & outer area of Rest Room/Toilet Area | 3(L)x7(H)x2nos |

| | | |
|----|---|-----------------|
| | W-007: -Plastering the demolished door area | 3(L)x7(H)x2nos |
| | -Plastering the Cupboard area | 3.5(L)x7(H) |
| | -Plastering the Rest Room/Toilet Area | 405sq.ft |
| 4. | False Ceiling: Providing and fixing the GI frame work well anchored from ceiling and perimeter channels around the wall and with required runners and intermediate sections fixed with 12mm thick Gypboard (Saint Gobain) joints fixed with nylon mesh tape and finished with joining compound. The gypboard ceiling is finished with putty and 2coats of emulsion paint. W-004 & W-005: -Plain area | 440sq.ft |
| | -Carving area | 350sq.ft |
| | W-007: -Plain area | 341sq.ft |
| | -Carving area | 110sq.ft |
| 4. | Tiles area: W-004 & W005 -2*2 tiles floor | 21.25(L)x19(B) |
| | - Wall Tiles of Rest Room/Toilet Area | 22(L)x10(B) |
| | - Floor Tiles of Rest Room/Toilet Area | 4.75(L)x6.25(B) |
| | W-007: - Wall Tiles of Rest Room/ Toilet Area | 30(L)x10(B) |
| | - Floor Tiles of Rest Room/Toilet Area | 4.75(L)x6.25(B) |
| 5. | Electrical Works in Room No-W003,W-004 & W-005 and W-007: -Shifting the Existing Electrical/Internet/Intranet lines & Switches from the wall proposed to be demolished and refix it in the required place. | |
| | -2*2 LED Lights | 10nos |
| | - Wall Fan | 5nos |
| | | |

| | | |
|-----|---|---|
| 6. | <u>Painting Works:</u> | |
| | -Ceiling area | 1570sq.ft |
| | -Walls of the rooms | 3900sq.ft |
| 7. | Rest Room/Toilet Area | |
| | <u>Plumbing Area</u> | |
| | -9"CPVC Pipe consealed work in Rest Room/Toilet Area and 1.5 and 4"pipes flooring nontrop used. | |
| | -Western Toilet | 2nos |
| | -Wash Basin | 2nos |
| | -Tap health faucet angle valve Soap Sand Towel rod and mirror | 2nos |
| | -Exhauster Fan | 2nos |
| | -UPVC Windows | 2nos |
| | -Outer Pipe lines through drainage area | 2nos |
| 8. | <u>Wooden doors and Rest Room/Toilet Area doors(W-003,W-004&W-005 and W-007):</u> | 3nos |
| | -Flush door with mica finishing | |
| | -Rest Room/Toilet Area doors(WBC)(W-004 &W005, W007) | 2nos |
| 9. | <u>Cupboard Work with Glass door:</u> | |
| | -In Room No W-003 | 3(L)x7(H) |
| | -In Room No W-004 & W-005 | 2(L)x7(H) |
| | -In Room No W-007 | 3(L)x7(H) |
| 10. | <u>Windows of W-003, W-004 & W-005 and W-007:</u> | 5.5(L)x6.5(H)x3nos |
| | -UPVC | 1.5(L)x6.5(H) |
| | -Mosquito Net With Shutter type closing | 5.5(L)x6.5(H)x3nos 1.5(L)x6.5(H)x 1nos |
| 11. | Providing the Pest Control and Anti-termite treatment by appointing a specialised agency for the Room No-W-003,W-004 & W-005 and W-007. | 21.25(L)x19(B) 22(L)x15.5(B) 21.5(L)x12(B) 4.75(L)x6.25(B) |
| 12. | Dismantling materials and Loading Charges to shift out the demolished items | |
| | | |

6. Materials of 1st quality should be used for all the above mentioned works and construction standards should be maintained in using the materials and executing the works.


(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 execute the work 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 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 works to be executed and are fully aware of the nature of the works to be executed and my/our offer is to supply the work strictly in accordance with the requirements.

Certified that I/We have the experience of more than three years in doing civil works 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 renovation/reconstruction works 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 and income tax return particulars of the bidder for the previous 3 A.Y.s (2019-2020,2020-2021 & 2021-2022) are to be submitted.
- c. A copy of PAN card& GST registration of the bidder should be submitted.
- d. 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).
- e. The bidder should visit the site at Income Tax Office, Central Range, Meenambalpuram, Madurai and submit a layout/drawings as per the scope of work which shall be acknowledged with the concerned Income Tax authority, before participating in the bid. The said acknowledged layout/drawings shall be submitted along with the bid. The site visit should be completed within 3days from the date of bid.
- f. Self certification that the bidder is not having any litigation for past or present contracts. In any other case, 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.(Copies of relevant documents to be enclosed)
- g. 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.
- h. The earnest money deposit/bid security (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.

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 Renovation and Upgradation of the Rooms for Officers (Room No. W003,W004,W005,& W007) and their Allied Civil and Electrical Works 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 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

| Renovation and Upgradation of the Rooms for Officers (Room No. W003,W004,W005,& W007) and their Allied Civil and Electrical Works at Ground Floor of Income Tax Office, Central Range, Meenambalpuram, Madurai | | | | |
|---|--|-------------------------|------------|-------|
| S.No. | Description | Sq. ft (Approximate) | Rate/Sq.ft | Total |
| 1. | <u>Dismantling and Demolishing Work</u> <u>W-003:</u> -Demolishing the existing wall at 3 feet for closing the door area | 3(L)x7(H) | | |
| | -Dismantling of 3 feet Wall for shifting the door area | 3(L)x7(H) | | |
| | -Dismantling of cupboard area | 4.5(L)x7(H) | | |
| | <u>W-004 & W-005:</u> -Dismantling of Centre Wall at W-004 & W-005 | 19(L)x10(H) | | |
| | -Dismantling of 3 feet Wall for closing the door area. | 3(L)x7(H) | | |

| | | | | |
|----|--|----------------------------|--|--|
| | -Altering the already existing grill of the Window. | 6(L)x5.5(H) 305Lx5.5(H) | | |
| | -Dismantling the Old tiles for replacing with new one. | 21.25(L)x19(H) | | |
| | <u>W-007:</u> | | | |
| | -Dismantling of door closing area | 3(L)x7(H) | | |
| | -Dismantling of cupboard area(A) | 3.75(L)x7(H) | | |
| | -Dismantling of cupboard area(B) | 5.5(L)x7(H) | | |
| | - Dismantling of cupboard area(C) | 4.5(L)x7(H) | | |
| | -Dismantling the Old tiles for replacing with new one. | 6(L)x6(B) | | |
| | -Dismantling the Grill Windows | 5.5(L)x6.5(H)x2 nos | | |
| 2. | <u>Brick Works:</u> | | | |
| | <u>W-004 & W-005:</u> | | | |
| | - Closing the Old door area | 3.5(L)x7(H) | | |
| | -Closing the Existing Window Grill area | 4.75(L)x5.5(H) | | |
| | -Closing the Existing Window Grill area | 2(L)x5.5(H) | | |
| | <u>W-003:</u> | | | |
| | -Closing the door area | 3(L)x7(H) | | |
| | <u>W-007:</u> | | | |
| | -Closing the door area | 2.5(L)x7(H) | | |
| | -Closing the Existing Window Grill area | 5.5(L)x6.5(H)x2 nos | | |
| | -Closing the Cupboard area(A) | 3.75(L)x7(H) | | |
| | -Closing the Cupboard area(B) | 5.5(L)x7(H) | | |
| | -Constructing Rest room/ | 5.25(L)x10(H)x2 | | |

| | | | | |
|----|--|-------------------------------|--|--|
| | Toilet area | nos 7.25(L)x10(H)x2 nos | | |
| 3. | <u>Plastering Area:</u> <u>W-003:</u> -Inner & Outer area plastering | 3(L)x7(H)x2nos | | |
| | <u>W-004 & W-005:</u> -Plastering the demolished area of Centre Wall -Plastering the demolished Window grill area(A) | 2(L)x10(H)x2nos 68sq.ft | | |
| | -Plastering the demolished Window grill area(B) | 46sq.ft | | |
| | -Plastering Rest Room/Toilet Area | 405sq.ft | | |
| | -Plastering the inner & outer area of Rest Room/Toilet Area | 3(L)x7(H)x2nos | | |
| | <u>W-007:</u> -Plastering the demolished door area | 3(L)x7(H)x2nos | | |
| | -Plastering the Cupboard area | 3.5(L)x7(H) | | |
| | -Plastering the Rest Room/Toilet Area | 405sq.ft | | |
| 4. | <u>False Ceiling:</u> Providing and fixing the GI frame work well anchored from ceiling and perimeter channels around the wall and with required runners and intermediate sections fixed with 12mm thick Gypboard (Saint Gobain) joints fixed with nylon mesh tape and finished with joining compound. The gypboard ceiling is finished with putty and 2coats of emulsion paint. <u>W-004 & W-005:</u> -Plain area | 440sq.ft | | |

| | | | | |
|----|--|-----------------|--|--|
| | -Carving area | 350sq.ft | | |
| | <u>W-007:</u> | | | |
| | -Plain area | 341sq.ft | | |
| | -Carving area | 110sq.ft | | |
| 4. | <u>Tiles area:</u> <u>W-004 & W005</u> | | | |
| | -2*2 tiles floor | 21.25(L)x19(B) | | |
| | -Wall Tiles of Rest Room/Toilet Area | 22(L)x10(B) | | |
| | -Floor Tiles of Rest Room/Toilet Area | 4.75(L)x6.25(B) | | |
| | <u>W-007:</u> | | | |
| | - Wall Tiles of Rest Room/ Toilet Area | 30(L)x10(B) | | |
| | -Floor Tiles of Rest Room/Toilet Area | 4.75(L)x6.25(B) | | |
| 5. | <u>Electrical Works in Room No-W003,W-004 & W-005 and W-007:</u> | | | |
| | -Shifting the Existing Electrical/Internet/Intranet lines & Switches from the wall proposed to be demolished and refix it in the required place. | | | |
| | -2*2 LED Lights | 10nos | | |
| | - Wall Fan | 5nos | | |
| 6. | <u>Painting Works:</u> | | | |
| | -Ceiling area | 1570sq.ft | | |
| | -Walls of the rooms | 3900sq.ft | | |
| 7. | <u>Rest Room/Toilet Area</u> | | | |
| | <u>Plumbing Area</u> | | | |
| | -9" CPVC Pipe consealed work in Rest Room/ Toilet Area and 1.5 and 4"pipes flooring nontrop used. | | | |
| | -Western Toilet | 2nos | | |
| | -Wash Basin | 2nos | | |
| | -Tap health faucet angle | 2nos | | |

| | | | | |
|-------------------------------|---|---|--|--|
| | valve Soap Sand Towel rod and mirror | | | |
| | -Exhauster Fan | 2nos | | |
| | -UPVC Windows | 2nos | | |
| | -Outer Pipe lines through drainage area | 2nos | | |
| 8. | <u>Wooden doors and Rest Room/Toilet Area doors(W-003,W-004&W-005 and W-007):</u> -Flush door with mica finishing | 3nos | | |
| | -Rest Room/Toilet Area doors(WBC)(W-004 &W005, W007) | 2nos | | |
| 9. | <u>Cupboard Work with Glass door:</u> -In Room No W-003 | 3(L)x7(H) | | |
| | -In Room No W-004 & W-005 | 2(L)x7(H) | | |
| | -In Room No W-007 | 3(L)x7(H) | | |
| 10. | <u>Windows of W-003, W-004 & W-005 and W-007:</u> -UPVC | 5.5(L)x6.5(H)x3 nos 1.5(L)x6.5(H) | | |
| | -Mosquito Net With Shutter type closing | 5.5(L)x6.5(H)x3 nos 1.5(L)x6.5(H)x1 nos | | |
| 11. | Providing the Pest Control and Anti-termite treatment by appointing a specialised agency for the Room No-W-003,W-004 & W-005 and W-007. | 21.25(L)x19(B) 22(L)x15.5(B) 21.5(L)x12(B) 4.75(L)x6.25(B) | | |
| 12. | Dismantling materials and Loading Charges to shift out the demolished items | | | |
| Total (including GST)= | | | | |

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 23.08.2023 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.
5. The work has to be commenced within 2 days of award of the work order and to be completed within 45 days from the start of the work.

SECTION - VIII

EVALUATION METHOD

The criteria of selection as well as rejection.

1. The bidder should fulfill eligible 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 fulfill 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, Madurai is not bound to accept the lowest rates.
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 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 receipt
 - 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/Company and experience in the execution of civil contracts: | |
| 4 | PAN/TIN No: (enclose copies) | |
| 5 | GST No: (if any) | |
| 6 | Details of works executed 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 | Details of Demand Draft/Bankers cheque in respect of Tender fee (i.e. Rs.500/-) | |
| 9 | Details of Demand Draft/Bankers cheque in respect of Earnest Money Deposit (i.e. Rs.40,000/-) | |
| 10 | 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