



**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.78/TENDER/CR/MDU/2023-24

Dated:07.03.2024

**RENOVATION AND UPGRADATION OF THE ROOM FOR OFFICER (ROOM NO. W006) AND PANTRY(SOUTH CORNER OF CORRIDOR IN GROUND FLOOR BETWEEN ROOM NO-W-006 & W-007) IN CORRIDOR 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 Room for Officer (Room No. W006) and Pantry (South Corner Of Corridor In Ground Floor Between Room No-W-006 & W-007) in Corridor and their Allied Civil and Electrical Works at 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](http://www.tnincometax.gov.in) and the last date for receipt of filled in tender forms is 16.03.2024.

  
(K.CHATHIYAMOORTHI)

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



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## TENDER DOCUMENT

RENOVATION AND UPGRADATION OF THE  
ROOM FOR OFFICER (ROOM NO. W006) AND  
PANTRY(SOUTH CORNER OF CORRIDOR IN  
GROUND FLOOR BETWEEN ROOM NO-W-006 &  
W-007) IN CORRIDOR AND THEIR ALLIED  
CIVIL AND ELECTRICAL WORKS AT GROUND  
FLOOR OF INCOME TAX OFFICE, CENTRAL  
RANGE, MEENAMBALPURAM, MADURAI



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MEENAMBALPURAM, MADURAI 625002. FAX-0452-2526901

C.No.78/TENDER/CR/MDU/2023-24

Dated:07.03.2024

**NOTICE INVITING TENDER FOR RENOVATION AND UPGRADATION OF  
THE ROOM FOR OFFICER (ROOM NO. W006) AND PANTRY(SOUTH  
CORNER OF CORRIDOR IN GROUND FLOOR BETWEEN ROOM NO-W-  
006 & W-007) IN CORRIDOR 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 Room for Officer (Room No. W006) and Pantry (South Corner Of Corridor In Ground Floor Between Room No-W-006 & W-007) in Corridor and their Allied Civil and Electrical Works at 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 Room for Officer (Room No. W006) and Pantry (South Corner Of Corridor In Ground Floor Between Room No-W-006 & W-007) in Corridor 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 11.00 am. on 16.03.2024. 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.tnincometax.gov.in](http://www.tnincometax.gov.in). A non-refundable tender fee of Rs.500/-and Earnest Money Deposit/bid security (refundable) of Rs.5,000/- 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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**TENDER DOCUMENT FOR RENOVATION AND UPGRADATION OF THE  
ROOM FOR OFFICER (ROOM NO. W006) AND PANTRY (SOUTH CORNER  
OF CORRIDOR IN GROUND FLOOR BETWEEN ROOM NO-W-006 & W-  
007) IN CORRIDOR AND THEIR ALLIED CIVIL AND ELECTRICAL  
WORKS AT GROUND FLOOR OF INCOME TAX OFFICE, CENTRAL  
RANGE, MEENAMBALPURAM, MADURAI**

C.No.78/TENDER /CR/MDU/2023-24

Dated:07.03.2024

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

Open Tender vide C.No.78/TENDER/CR/MDU/2023-24 Dated: 07.03.2024	
Date of start of work	Within 2 days of receipt of work order
Periodic date of Completion (PDC)	Within 10 days from the date of start of work
Cost of Tender	Rs.500/-
Earnest Money Deposit	Rs.5,000/-
Last Date & Time for receipt of Bid	Date: 16.03.2024, Time : 11.00 AM
Date & Time of opening of Bid	Date: 16.03.2024, Time : 12.30 PM
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 <a href="http://www.tnincometax.gov.in">www.tnincometax.gov.in</a> .
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.78/TENDER/CR/MDU/2023-24

Dated: 07.03.2024

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.5,000/- (Rupees Five 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 10 days from the start of the work.
6. The bid document can be downloaded from **[www.tnincometax.gov.in](http://www.tnincometax.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 11.00 AM on 16.03.2024. 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 Contractor/bidder should submitted necessary proofs to substantiate that his turnover is around Rs.4lakhs in the last two Financial years (i.e.,FY 2021-22 & FY 2022-23).

b. 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 two years i.e. since F.Y.2021-22.The relevant proof for work experience should be submitted.

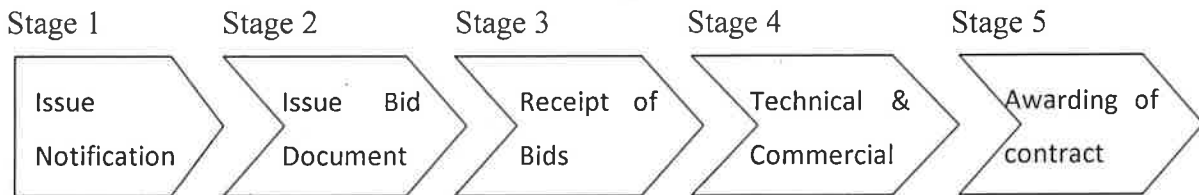
c. The applicant contractor should have complied with all the legal provisions pertaining to his/its line of business.

d. The applicant contractor should have a reputed client list (necessary proof to be enclosed).

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 two 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. The Contractor should submitted necessary proofs to substantiate that his turnover is around 4lakhs in the last two Financial years (i.e., F.Y 2021-22 & F.Y 2022-23).

d. 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.5,000/- (Rupees Five 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 Room for Officer (Room No. W006) and Pantry (South Corner Of Corridor In Ground Floor Between Room No-W-006 & W-007) in Corridor 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 11.00 AM. on 16.03.2024. 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 30 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 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-rata 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.5,000/- (Rupees Five 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 10 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 EMD (i.e. Rs.5,000/-) 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.

11. **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 10 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 & Upgradation of officer room (Room no W-006) and to create pantry (south corner of corridor in Ground Floor between room no W-006 & W-007) at Ground Floor of O/o the Addl. CIT, Central Range, Income Tax Office, Meenambalpuram, Madurai.							
Item.NO	Description of Work	Unit	Nos	Measurements			Quantity
				L	B	D	
1.	<b><u>Dismantling &amp; Demolishing work:</u></b> Demolition of wall clamps and dismantling of window grill at room no W-006 with providing proper safety precautions, without any damage	Sft	1	5.5	6.5	1	36
2.	<b><u>Dismantling &amp; Demolishing work:</u></b> Dismantling and reducing the size of cupboard at Officers room (Room no W-006) without any damage	Sft	2	5.5	7	1	77
3.	<b><u>Brick work:</u></b> Supply & construction of brick wall masonry at the grill window opening area of Officer room (Room no W-006) using non modular burnt clay machine moulded wirecut bricks of class designation 12.5 conforming to IS-2222 with ratio of 1:6CM (Ultratech cement, Msand,	Sft	1	5.5	6.5	1	36



	wirecut bricks), ensure providing of min 8mm dia rods at both ends of brick joints at every 3 coarses.						
4.	<b><u>Plastering area:</u></b> Supply & laying of cement plastering at inner & outer surface of the brick work at window area with thickness of 12mm & 20mm respectively with the ratio of 1:5 CM(Ultratech cement, Plastering sand) in Room No W-006.	Sft	2	5.5	6.5	1	72
5.	<b><u>Plastering work:</u></b> Supply & laying of cement plastering at inner & outer surface of the brick work at cupboard area with thickness of 12mm & 20mm respectively with the ratio of 1:5 CM(Ultratech cement, Plastering sand) in Room No W-006.	Sft	2	3.5	7	1	49
6.	<b><u>Gypsum False Ceiling:</u></b> Removing the existing grid false ceiling, providing & fixing of new plain false ceiling at Officer room (Room no W-006) including providing of frame work made of special sections, powder pressed sheet with galvanised zinc coating as per IS:277 consisting of angle cleats of size 25mm wide X 1.6mm thick with flages of 27mm, at 1200mm center to center, one flages should be						

fixed to ceiling with dash fasteners 12.5mm thick dia X 50mm long with 6mm dia bolt, other flanges of cleats fixed to the angle of 25 X 10 X 0.5 mm of required length with nuts & bolts of req size and other end of angle hanger with intermediate GI channels 45 X 15 X 0.9mm running at the spacing of 1200mm center to center, to which the ceiling section 0.5mm thk bottom wedge of 80mm with tapered flanges of 26mm each having lips of 10.5mm at 450mm c-c shall be fixed in a direction perpendicular to GI intermediate channel with connecting clips made out of 2.64mm dia X 230mm long GI wire at every junction, including fixing perimeter channels 0.5mm thk 27mm high having flanges of 20mm & 30mm long, the perimeter of ceiling fixed to wall /partition with the help of rawl pluges at 450mm center, with 25mm long drive wall screws at 230mm interval including fixing of Gypsum board to ceiling section and perimeter channel with help of dry wall screws of size 3.5X25mm at 230mm c/c including jointing & fininshing to a flush finish of tapered and square edges of the board with recommended jointing compound, jointing tapes (Gypsum board & channels :

Sft

1

-

-

-

230

	Saint gobain) in Room No W-006.						
7.	<p><b>Electrical work:</b> Shifting the existing open electrical line into concealed line, supply &amp; fixing of new concealed electrical line wherever required at Officer room (Room no W-006) including heavy guage rigid electrical pipes of size 1" along with necessary bends &amp; metal boxes, copper/aluminium cables of 1.5 &amp; 2.5 sqmm cable type RHZ1 with XLPE insulation with grade not less than 1KV along with 8swg copper conductor laid on surface of wall or ceiling with suitable MS powder coated bracket and clamp (Pipes &amp; bends: Meerakunj, Metal boxes &amp; cables: Finolex)</p>	Lum	1	-	-	-	-
8.	<p><b>Wood work - Flush door:</b> Providing &amp; fixing ISI marked 30mm flush door shutter confirming to IS 2202(part 1) non decorative type core of block board construction into the existing frame of Officers room(Room no W-006) including ISI marked SS butt hinges, ISI marked mortice locks, door stopper &amp; tower</p>	Sft	1	7	3	1	21

	bolt (2nos)with necessary screws (shutter design should be confirmed by Officer-in-charge)						
9.	<p><b><u>Painting work:</u></b>  Preparing the surfaces and plastered/false ceiling, column, beams &amp; wall etc.,providing &amp; applying two coats of emulsion paint having VOC less than 50gms/lit &amp; UV resistance as per IS 15489-2004 of approved make, shade &amp; pattern over one of wall primer including necessary sand papering, full putty work with min 2 coats to get the required smooth &amp; even surface, scffolding etc., complete, (Paint: Asian Royale emulsion, Putty: Asian putty, Primer: Asian Royale primer)</p>						
	Room no W-006 ceiling	Sft	1	-	-	-	370
	Room no W-006 wall	Sft	1	-	-	-	620
	Pantry area Ceiling & Wall						177
10.	<p><b><u>Cupboard work @ W-006:</u></b>  Supply &amp; fixing cupboard at Officers room (Room no W-006) using 18mm thk plywood as per IS 303: 1989 on the top of 1mm mica sheet with glass door including SS handle, SS cupboard hinges &amp; SS cylinder locks with necessary screws &amp; fittings as directed by Officer in charge (plywood: Century ply with mica)</p>	Sft	2	3.5	6.5	1	46

11.	<p><b><u>Cupboard work @ Pantry</u></b>  <b>Area:</b>  Supply &amp; fixing cupboard at Pantry area using 18mm thk plywood as per IS 303: 1989 pasted with 1mm mica sheet on the top, the partition of cupboard should be min 76cm C/C vertically &amp; min 30cm C/C horizontally with 60cm wide, including SS handle, SS cupboard hinges &amp; SS cylinder locks with necessary screws &amp; fittings as directed by Officer in charge (plywood: Century ply with mica)</p>	Sft	1	-	-	-	28
12	<p><b><u>Cupboard work @ Sink</u></b>  <b>Area:</b> Supply &amp; fixing cupboard at existing sink area using 18mm thk plywood as per IS 303: 1989 pasted with 1mm mica sheet on the top with 60cm wide, including SS handle, SS cupboard hinges with necessary screws &amp; fittings as directed by Officer in charge (plywood: Century ply with mica) and replacing the old existing sink with approved ISI make SS kitchen sink with single bowl and single drain board made of 18 gauge sheet 10mm dia CP waste coupling, 40mm PVC waste pipe etc.,</p>	Sft	1	3.5	3	1	11
13.	<p><b><u>Granite work for pantry area:</u></b>  Supply &amp; laying of 18mm thick polished Granite stop countertop of color Black, Cherry/ruby red or equivalent over the top of 18mm thick plywood cupboard &amp; pointing with white cement slurry admixed with pigment of matching shade including rubbing, curing &amp; polishing etc., at pantry area with proper levelling and full nosing should be done</p>	Sft	1	13	2	1	26

14.	<p><b><u>Plumbing work for Pantry area:</u></b>  Supply &amp; fixing of 76mm PVC pipes for Sink waste water outlet &amp; 25mm CPVC pipes (having thermal stability for hot &amp; cold water supply) for sink inlet water confirming to Indian standard including all PVC fittings like tees, elbows, bends, etc.,The work includes cutting jointing with solvent cement pressure testing the joints/ pipeline for 5kg/sq.cm hydraulic pressure for 4 hours, making holes, including chasing in wall to req depth &amp; width, MS hooks for fixing pipes including providing new approved ISI make SS kitchen sink with single bowl and single drain board made of 18 gauge sheet 40mm dia CP waste coupling, 40mm PVC waste pipe etc., at pantry area</p>	Lum	1	-	-	-	-
15.	<p><b><u>Aluminium Partition work for Pantry area:</u></b>  Supply &amp; fixing Powder coated aluminium partition and Powder coated aluminium door (min thickness of powder coating 15 micron)at pantry area with extruded builtup standard tubular sections appropriate Z sections and other sections of approved make confirming to IS 733 &amp; IS 1285 fixing with dash fasteners of req dia &amp; size including necessary filling up</p>	Sft	1	6.25	10	1	63

the gaps at junctions, with req EPDM rubber/neoprene gasket etc., aluminium section shall be smooth, rust free, straight, mitred and joint mechanically where req including cleat angle, aluminium snap, beading for glazing or panelling, CP brass/SS screws, all complete as per directions of Officer in charge					
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**6. Materials of 1<sup>st</sup> 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 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 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 two 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 two years. (Self attested copies of the relevant work orders are to be enclosed).



b. The Contractor should submitted necessary proofs to substantiate that his turnover is around 4lakhs in the last two Financial years (i.e., F.Y 2021-22 & F.Y 2022-23).

c. 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).

d. 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.

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. 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.

g. The earnest money deposit/bid security (refundable, if the bid is not successful) of **Rs.5,000/- (Rupees Five 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 2024

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 & upgradation of officer room (Room no W-006) and to create pantry (south corner of corridor in Ground Floor between room no W-006 & W-007) at Ground Floor of O/o the Addl. CIT, Central Range, Income Tax Office, 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**

<b>Renovation &amp; Upgradation of officer room (Room no W-006) and to create pantry (south corner of corridor in Ground Floor between room no W-006 &amp; W-007) at Ground Floor of O/o the Addl. CIT, Central Range, Income Tax Office, Meenambalpuram, Madurai.</b>									
Item.NO	Description of Work	Unit	Nos	Measurements			Quantity	Rate/Sq.ft	Total
				L	B	D			
1.	<b><u>Dismantling &amp; Demolishing work:</u></b> Demolition of wall clamps and dismantling of window grill at room no W-006 with providing proper safety precautions, without any damage	Sft	1	5.5	6.5	1	36		
2.	<b><u>Dismantling &amp; Demolishing work:</u></b> Dismantling and	Sft	2	5.5	7	1	77		

	reducing the size of cupboard at Officers room (Room no W-006) without any damage							
3.	<p><b>Brick work:</b> Supply &amp; construction of brick wall masonry at the grill window opening area of Officer room (Room no W-006) using non modular brunt clay machine moulded wirecut bricks of class designation 12.5 confirming to IS-2222 with ratio of 1:6CM (Ultratech cement, Msand, wirecut bricks), ensure providing of min 8mm dia rods at both ends of brick joints at every 3 coases.</p>	Sft	1	5.5	6.5	1	36	
4.	<p><b>Plastering area:</b> Supply &amp; laying of cement plastering at inner &amp; outer surface of the brick work at window area with thickness of 12mm &amp; 20mm respectively with the ratio of 1:5 CM(Ultratech cement, Plastering sand) in Room No W-006.</p>	Sft	2	5.5	6.5	1	72	

5.	<p><b>Plastering work:</b> Supply &amp; laying of cement plastering at inner &amp; outer surface of the brick work at cupboard area with thickness of 12mm &amp; 20mm respectively with the ratio of 1:5 CM(Ultratech cement, Plastering sand) in Room No W-006.</p>	Sft	2	3.5	7	1	49		
6.	<p><b>Gypsum False Ceiling:</b> Removing the existing grid false ceiling, providing &amp; fixing of new plain false ceiling at Officer room (Room no W-006) including providing of frame work made of special sections, powder pressed sheet with galvanised zinc coating as per IS:277 consisting of angle cleats of size 25mm wide X 1.6mm thick with flages of 27mm, at 1200mm center to center, one</p>	Sft	1	-	-	-	230		

flanges should be fixed to ceiling with dash fastners 12.5mm thick dia X 50mm long with 6mm dia bolt, other flanges of cleats fixed to the angle of 25 X 10 X 0.5 mm of required length with nuts & bolts of req size and other end of angle hanger with intermediate GI channels 45 X 15 X 0.9mm running at the spacing of 1200mm center to center, to which the ceiling section 0.5mm thk bottom wedge of 80mm with tapered flanges of 26mm each having lips of 10.5mm at 450mm c-c shall be fixed in a direction perpendicular to GI intermediate channel with connecting clips made out of 2.64mm dia X 230mm long GI wire at every junction,

including fixing perimeter channels 0.5mm thk 27mm high having flanges of 20mm & 30mm long, the perimeter of ceiling fixed to wall /partition with the help of rawl pluges at 450mm center, with 25mm long drive wall screws at 230mm interval including fixing of Gypsum board to ceiling section and perimeter channel with help of dry wall screws of size 3.5X25mm at 230mm c/c including jointing & fininshing to a flush finish of tapered and square edges of the board with recommended jointing compound, jointing tapes (Gypsum board & channels : Saint gobain) in Room No W-006.

7.	<p><b>Electrical work:</b> Shifting the existing open electrical line</p>	Lum	1	-	-	-	-		
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	<p>into concealed line, supply &amp; fixing of new concealed electrical line wherever required at Officer room (Room no W-006) including heavy guage rigid electrical pipes of size 1" along with necessary bends &amp; metal boxes, copper/aluminium cables of 1.5 &amp; 2.5 sqmm cable type RHZ1 with XLPE insulation with grade not less than 1KV along with 8swg copper conductor laid on surface of wall or ceiling with suitable MS powder coated bracket and clamp (Pipes &amp; bends: Meerakunj, Metal boxes &amp; cables: Finolex)</p>										
8.	<p><b>Wood work - Flush door:</b>          Providing &amp; fixing ISI marked 30mm flush door shutter confirming to IS 2202(part 1) non decorative type core of block</p>	Sft	1	7	3	1	21				



	<p>board construction into the existing frame of Officers room(Room no W-006) including ISI marked SS butt hinges, ISI marked mortice locks, door stopper &amp; tower bolt (2nos)with necessary screws (shutter design should be confirmed by Officer-in-charge)</p>								
9.	<p><b><u>Painting work:</u></b>          Preparing the surfaces and plastered/false ceiling, column, beams &amp; wall etc.,providing &amp; applying two coats of emulsion paint having VOC less than 50gms/lit &amp; UV resistance as per IS 15489-2004 of approved make, shade &amp; pattern over one of wall primer including necessary sand papering, full putty work with min 2 coats to get the required smooth &amp; even surface, scaffolding etc.,</p>								

	complete, (Paint: Asian Royale emulsion, Putty: Asian putty, Primer: Asian Royale primer)							
	Room no W-006 ceiling	Sft	1	-	-	-	370	
	Room no W-006 wall	Sft	1	-	-	-	620	
	Pantry area ceiling & Wall						177	
10.	<p><b>Cupboard work @ W-006:</b> Supply &amp; fixing cupboard at Officers room (Room no W-006) using 18mm thk plywood as per IS 303: 1989 on the top of 1mm mica sheet with glass door including SS handle, SS cupboard hinges &amp; SS cylinder locks with necessary screws &amp; fittings as directed by Officer in charge (plywood: Century ply with mica)</p>	Sft	2	3.5	6.5	1	46	
11.	<p><b>Cupboard work @ Pantry Area:</b> Supply &amp; fixing cupboard at Pantry area using 18mm thk plywood as per IS 303: 1989 pasted with 1mm mica sheet on the top, the partition of cupboard should</p>	Sft	1	-	-	-	28	

	<p>be min 76cm C/C vertically &amp; min 30cm C/C horizontally with 60cm wide, including SS handle, SS cupboard hinges &amp; SS cylinder locks with necessary screws &amp; fittings as directed by Officer in charge (plywood: Century ply with mica)</p>							
12.	<p><b><u>Cupboard work</u></b>  <b><u>@ Sink Area:</u></b>  Supply &amp; fixing cupboard at existing sink area using 18mm thk plywood as per IS 303: 1989 pasted with 1mm mica sheet on the top with 60cm wide, including SS handle, SS cupboard hinges with necessary screws &amp; fittings as directed by Officer in charge (plywood: Century ply with mica) and replacing the old existing sink with approved ISI make SS kitchen sink with single bowl and single drain board made of 18 gauge sheet 40mm dia CP waste coupling, 40mm PVC waste pipe etc.,</p>	Sft	1	3.5	3	1	11	

13.	<p><b><u>Granite work for Pantry area:</u></b>  Supply &amp; laying of 18mm thick polished Granite stop countertop of color Black, Cherry/ruby red or equivalent over the top of 18mm thick plywood cupboard &amp; pointing with white cement slurry admixed with pigment of matching shade including rubbing, curing &amp; polishing etc., at pantry area with proper levelling and full nosing should be done</p>	Sft	1	13	2	1	26		
14.	<p><b><u>Plumbing work for Pantry area:</u></b>  Supply &amp; fixing of 76mm PVC pipes for Sink waste water outlet &amp; 25mm CPVC pipes (having thermal stability for hot &amp; cold water supply) for sink inlet water confirming to Indian standard including all PVC fittings like tees, elbows, bends, etc.,The work includes cutting jointing with solvent cement</p>	Lum	1	-	-	-	-		

	<p>pressure testing the joints/ pipeline for 5kg/sq.cm hydraulic pressure for 4 hours, making holes, including chasing in wall to req depth &amp; width, MS hooks for fixing pipes including providing new approved ISI make SS kitchen sink with single bowl and single drain board made of 18 gauge sheet 40mm dia CP waste coupling, 40mm PVC waste pipe etc., at pantry area</p>							
15.	<p><b>Aluminium Partition work for Pantry area:</b> Supply &amp; fixing Powder coated aluminium partition and Powder coated aluminium door (min thickness of powder coating 15 micron)at pantry area with extruded builtup standard tubular sections appropriate Z sections and</p>	Sft	1	6.25	10	1	63	

<p>other sections of approved make confirming to IS 733 &amp; IS 1285 fixing with dash fasteners of req dia &amp; size including necessay filling up the gaps at junctions, with req EPDM rubber/neoprene gasket etc., aluminium section shall be smooth, rust free, straight, mitred and joint mechanically where req including cleat angle, aluminium snap, beading for glazing or panelling, CP brass/SS screws, all complete as per directions of Officer in charge</p>									
<b><u>Total (including GST)</u></b>									

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 16.03.2024 at 12.30 PM 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 10 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.

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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 the execution of civil contracts:	
4	PAN/TIN No: (enclose copies)	
5	GST No: (if any)	
6	Details of works executed during the last 2 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.5,000/-)	
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

