

भारत सरकार
प्रधान आयकर आयुक्त का कार्यालय
तिरुपति चार्ज
कमरा संख्या 205, प्रथम मंजिल
आयकर भवन, के.टि.मर्ग,
तिरुपति -517 507
दूरभाष 0877-2287541
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Government of India
Office of the
Pr. Commissioner of Income Tax
Tirupati Charge
Room No. 205, First Floor
Aayakar Bhavan, KT Road,
Tirupati – 517 507
Telephone : 0877-2287541
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F.No.AGH/Pr.CIT/TPT/2019-20

Date: 05.03.2020

NOTICE INVITING TENDERS

The Pr Commissioner of Income Tax, Tirupati invites Limited Tenders for executing repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati.

The last date of receipt of bids is 10.03.2020 (05:00 P.M.) and the bids will be opened on 10.03.2020 (05:30 P.M.).

The tender documents along with the instructions and terms & conditions are being sent to the selected suppliers calling for a **limited tender**. The selected tenderes are advised to check the eligibility criteria thoroughly before applying for the Tender. The tenderer should submit the tender online to the mail id- tirupati.pcit@incometax.gov.in or manually in closed/sealed covers, before the under-signed. The online/manual bids can be submitted up to **10.03.2020 till 05:00 PM**. The decision upon the bids received shall be communicated to the bidders subsequently. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons. The decision of the Local Purchase Committee, O/o. Pr. Commissioner of Income Tax, Tirupati in this regard shall be final and binding on all.


(M.RANGA REDDY)

Income Tax Officer(Protocol)
for The Pr. Commissioner of Income Tax,
TIRUPATI

Tender for

Repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati

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SECTION-I--BIO SCHEDULE

SUBJECT:- Repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati.

Issue of Tender : 05.03.2020
Last date of submission : 10.03.2020 (05 :OOPM)
Technical bids opening date : 10.03.2020 (05:30PM)
Financial bids opening date : 10.03.2020 (05:30PM)

Earnest Money deposit of Rs.10,000/- and Tender Fees of Rs. 100/- by way of separate Demand Draft in favour of the Zonal Accounts Officer, CBDT, Hyderabad.

Estimated Cost : Rs. 3,25,000/-(Approximately)
Tender Fees : Rs. 100/-

PLACE OF SUBMISSION : Maybe dropped in the TENDER BOX marked as "**Quotations Box** " located at Income Tax Officer (Protocol), Ground Floor, **O/o Principal Commissioner of income Tax, Aayakar Bhavan, 22, K T Road, Tirupati -517 507**

Tender Documents can be downloaded from the website www.incometaxhyderabad.gov.in

SECTION 2-INVITATION OF BID

The Pr. Commissioner of Income Tax, Tirupati (hereinafter referred to as 'Department'), Aayakar Bhawan, 22, K T Road, Tirupati-517 507 invites bids for repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati. (hereinafter referred to as 'Building').

The Department intends to repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati as per plan attached. The work will have to be done as per Bill of Quantities in consultation with the Department in respect of the drawings for the work, specifications of materials, choice of colour and design for various items. This work will have to be completed within 15 days of the date of awarding the contract. For delay in completion of work, at the discretion of the department, penalty of 1 % of cost of work will be levied for first one month or part thereof. Penalty of 3% of cost of work will be levied for subsequent second one month or part thereof. Thereafter, there is steep penalty of 10% of cost of work will be levied for subsequent each month or part thereof. So, time is the essence of the work. Hence, the bidder should be in sound financial and liquidity condition as the non-completion of the work in time will result in penalty and losses to the bidder."

The Income Tax Officer (Protocol) on behalf of the Pr. Commissioner of Income Tax, Tirupati invites bids i.e. Technical Bid and Financial Bid for repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati. from reputed concerns having rendered services to reputed organizations and having good track record and work experience.

SECTION 3- SCOPE OF WORK

Eligibility Criteria (For Technical Bid):-

- i. The bidder should have Average annual turnover during the last three years, ending 31st March 2019 should be at least 100 % of the estimated cost.
 - ii. The Bidder should have experience of having successfully completed similar work during 7 years ending 31st march 2019 should be either of the following:-
 - a. Three similar completed works in costing each not less than the amount equal to 40% of the estimated cost.
- Or
- b. Two similar completed work costing each not less than the amount equal to 60% of the estimated cost.
 - c. One similar completed work costing each not less than the amount equal to 100% of the estimated cost.
 - d. The agency should have successfully completed similar work with Gov / Semi Govt of not less than 100% of the amount of the estimated cost.

2. Process:

Selection of successful vendor/ Service provider will involve Eight (8) stage approaches before issuance of Work order/letter of appointment. The approach follows the Indian Government's Central Vigilance Commission (CVC) guidelines.

Stage -I	:	Issue Notification
Stage -II	:	Issue Tender Document
Stage -III	:	Site Inspection
Stage -IV	:	Pre-bid Meeting
Stage -V	:	Receipt of Tender
Stage -VI	:	Opening Technical Bid
Stage -VII	:	Opening Financial Bid
Stage -VIII	:	Awarding of Contract

3. Submission of Bids-

3.1 The Bids are to be submitted in two parts separately i.e. Technical Bid and Financial Bid. The bidders should submit their bids either manually or online (above mentioned e-mail id) in two bid system i.e. Technical Bid and Financial Bid

3.2 Financial bid will be opened only in respect of bidders whose Technical Bid has been qualified.

3.3 If for any reason, it is found that the technical bid reveals the Financial Bid related details in any manner, the Bid document will be summarily rejected in the first instance itself.

4. Site Inspection:-

The interested bidder may carry out necessary inspection on the site of work / measurement of work space on 06.03.2020 between 10:30 hrs to 17.30 Hrs. before submitting tender, in coordination with Income Tax Officer (Protocol), Ground Floor, Aayakar Bhawan, 22, K T Road, Tirupati

5. Pre-bid Meeting:-

A pre-bid meeting of all the intending bidders desirous of attending shall be held on 09.03.2020 at 11:00 a.m. at the office of Joint Commissioner of Income Tax, Aayakar Bhawan, 22, K T Road, Tirupati, where the intended bidders can have detailed dialogue regarding the tender, procedure for filling in the Technical Bid, financial Bid or any other matter/clarifications concerning the tender. The Department reserves the right to modify the tender document by issuing addendum, if it is needed to be done after discussion with the bidders in the pre-bid meeting.

Receipt and Opening of Tender:-

- i. The last date of **submission of bids** is 10.03.2020 (05:OOPM). Bids will be opened on 10.03.2020 (05:30 PM)
- ii. The Department may, at its discretion, extend the deadline for submission of bids which will be binding on all the bidders.
- iii. If, in case of unforeseen circumstances or administrative requirements, the bids cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date and would be informed to the bidders.
- iv. Tenders received will be opened by the Local Purchase Committee (hereinafter referred as 'LPC') constituted by the Department at the scheduled date and time in the chamber of the Joint Commissioner of Income Tax, Range-1, Tirupati in the presence of such bidders and/ or their-authorized representatives duly authorized by the bidders who are present at the time of opening of tenders. Technical Bids shall be assessed/evaluated by the 'LPC' constituted by the Department.

7. Submission of Bids:-

(A) Technical Bid

- i. The Technical Bid should be supported by the documents indicated in the said Annexure-A.
- ii. Bid document should be duly signed & stamped by authorized person on each page.
- iii. The Demand Draft in respect of earnest Money Deposit and tender fees should be submitted to the ITO (PR), O/o the Pr. Commissioner of Income Tax, Tirupati in favour of the Zonal Accounts Office, CBDT, Hyderabad before the last date and time for submission of online bids i.e. 10.03.2020 (05:OOPM).
- iv. The "LPC" appointed by the Department will open all Technical Bids in the first instance on the appointed date, time & venue and will select bids which qualify the eligibility criteria as laid down here or the criteria devised by the 'LPC'.
- v. During evaluation of bids, the Department may, at its discretion, ask the Bidder for clarification of the bid.
- vi. No bidder shall contact the department on any matter relating to his bid from the time of the bid opening to the time of issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- vii. Technical bid should not have information relating to financial bid.
- viii. Canvassing in any form will disqualify the bidder.

(B) Financial Bid

- i. Initially, only the technical bid will be opened. The Financial bid will be opened, only if the bidder is selected in the technical bid.
- ii. The price quoted will be valid during the execution of award of contract and value of contract will not be modified.
- iii. The work will be awarded to the party bidding the lowest cost of the whole project.
- iv. The Financial bid shall comprise the price component for all the services indicated in the bid document. The price quoted by the bidders shall be inclusive of applicable taxes.
- v. The Department shall however, deduct such tax at sources as per the rules and issue necessary certificates to the bidder.
- vi. Prices shall be quoted in Indian rupees only.

8. Terms of Payment:-

Payment against Bill/Invokes shall be released on a running basis only after satisfaction of the department about the work done. However, the execution of work should not suffer in case of delay in payment and it cannot be ground for extending thus time line for completion of work.

9. General Instructions to Contractor:-

- a. **Inspection of sites:** The contractor shall visit and examine the site and satisfy as to the nature and correct dimensions of work and facilities for obtaining material and shall obtain generally his ohm information on all matters affecting the execution of work. All expenses incurred by the contractor in connection with obtaining information for submitting this tender including his visit to site and efforts in compiling the tender shall be done by the tenderer and no claims for reimbursement thereof shall be entertained.
- b. **Compliance to local Laws:** The contractor shall conform to the provisions of any Act of the Legislature relating to the work and to the Regulations of Bye Laws of any authority shall also obtain the permission of the Municipality or any Authorities if required under the existing rules.
- c. **Site Cleaning:** All the rates quoted are inclusive of removal of rubbish/debris collected during the progress of work, rejected material and clearance of site before and after the work is completed. If the contractor fails to remove the same then, expenses shall be recovered from the contractor and he will not dispute for the expenses so incurred.

- d. **Voucher/ Bills:** Contractor shall upon the request of this office, furnish bills, invoices, accounts, receipt and other vouchers for all materials brought on site that the material purchased are his mentioned in the specifications.
- e. **Dismissal From Work:** The contractor shall upon the written request of this office immediately dismiss from the work any person employed by him thereon, who may in the opinion of the authority be incompetent or misconduct himself and such person shall not be again employed on the work without the permission of this office.
- f. **Commencement of work:** The work must be started within 3 days upon accepting the work and the program for carrying out the various jobs shall be drawn out. Adequate labour force shall be provided to complete the work within the specified period. Proper security aspects be taken care of by adequate vigilance in view of the importance of the building.
- g. **Subletting the work:** The contractor shall not directly or indirectly sublet work to other party without written permission from this office.
- h. **Third Party Damage:** The contractor shall be responsible for all injury to persons, any damage to building structure and shall rectify it at its own cost.
- i. **Insurance cover:** All the workers of the contractor as well as his sub-contractor must be properly covered by an Insurance Policy under Workman's Compensation Act and Fatal Accidents Act.
- j. **Delay & Extension of Time:** All the work should be completed within the specified period in the tender.
- k. **Arrangement of work:** The contractor shall organize the work in such a way that the office users or the nearby public area put to no hardships and the working of the office is not affected. The contractor shall take adequate care during the progress of work to protect the office property like stationery, furniture, etc. In case of any damage, the same be made good by the contractor. In case, contractor agrees to work after office hours for which no extra cost shall be considered.
- l. **Stacking of material:** The contractor is not to stack any of his material recklessly so as to endanger the safety of the building and cause any nuisance to the occupants and the public.
- m. **Protection of material and work:** The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost.
- n. **Approval of samples:** The contractor shall furnish well in time before work commence at his own cost, color samples of material that may be called by this office for approval. Rates quoted shall cover for such preliminary work.
- o. **Workmanship:** The Work involved calls for a high standard of workmanship combined with speed. All the glass panels, electric fitting, fans, furniture records, floors etc. are to be thoroughly cleaned after work is completed. Any

damage to the flooring, tiles, paneling or any other part of the building, etc. shall be made good at the cost of the contractor to the entire satisfaction of this office. Contractor shall make all arrangements for shifting of furniture/ records and keeping the same in its original position after he finishes the work on daily basis.

- p. **Interpretation of documents/ drawings:** Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawing and instruction herein before mentioned and as to the quality of workmanship or materials used for the work or as any other question, claim, right, or anything whatsoever, in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, order or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the Chief Commissioner of Income Tax, Vijayawada whose decision shall be final and binding on the contractor.
- q. **Complying I.S. Specifications:** Unless otherwise mentioned in the contract, the latest Indian Standard Code for material specifications, method of work, mode or measurements shall be followed. The payment shall be made on the basis of actual measurement of work done to be submitted along with bill
- r. **Rate of Include:** The rate quoted shall be inclusive of all material cost, wastage, labour, loading, profit, taxes if any, transport, supervision, spot light arrangement and any other means to complete the job. Sales-tax, or any other tax present or future to be included in the rates so quoted. If there is a change in the tax structure duties as per state/ central Govt. order after opening of tender, this office shall reimburse difference in tax as per actual
- s. The contractor shall note that they should bring to the notice of the Authority any breakage in glass window or any other thing before starting the work. However, if any glass window is found to be broken during the repairing work, the same shall be replaced by the contractor at his own cost.
- t. **Conditional Tenders:** Conditional tenders are liable to be rejected.
- u. **Incomplete quotations:** Incomplete quotations shall be summarily rejected.
- v. **Rate of non-tendered items:** The successful tenderer is bound to carry out any item of work necessary for the completion of the job even though such items are not included in schedule of quantities.
- w. **Abandonment of work:** If in any case the work required to be abandoned, the contractor shall not be entitled for any claims and he will be paid as per the actual work done till that period after deducting suitable amount as penalty for non-completion of the work.

- x. The Authority reserves the right to accept/ reject the lower or any or all tenders in part or in whole without assigning a reason therefore.
- y. Decision of the Pr. Commissioner of Income Tax, Tirupati shall be final and binding on any matter connected with the work.
- z. When the work has been virtually completed and Authority is satisfied that the work has been completed on the basis of detailed measurements and has made a final scrutiny and that there is no dispute about rates and quantities, the contractor shall be entitled to the payment of the final bill.
- aa. Earnest money deposit of successful tenderer shall be treated as security deposit. The contractor should pay this amount to the authority by DD at the time of submission of tender. This amount shall be retained by the authority till the work is virtually completed and all amounts relating thereto settled
- bb. If there is delay in commencement of work for any reason, this office shall not be liable for any compensation.
- cc. If at any point of time during the progress, it is observed that the contractor is not progressing the work with due diligence, care and lagging much behind the schedule or fails to gear up the work despite instructions from this office, the this office reserves the right to terminate the contract within 3 days notice. In such case, the contractor shall be liable to pay this office any extra cost involved for the completion of the said work and will not obstruct in any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rated after deducting any claims, damages. In case of such termination the security deposit held by the Authority will be forfeited.
- dd. Termination of contract due to contractor's default. If the contractor:
 - a) Abandon the contract.
 - b) At any time defaults in proceedings with the works with due diligence and continues to do so after a notice in writing of three days from the Authority,
 - c) Commits default in complying with any of the terms and conditions of the contract and does not remedy it within 3 days after a notice in writing is given to him by Authority
 - d) Fails to remove materials from the site or to pull down and replace work after receiving notice from the Authority to the effect that the said materials or works have been rejected.
 - e) Fails to complete the works or items of works on or before the stipulated date (s). of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Authority, or
 - f) Assigns, transfers, sublets (engagement of labour on a piece work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be sub-letting) or attempts to assign, transfer or sub-let the entire works, or any portion thereof without the prior written approval of the employer.

SECTION 4 -TENDER DOCUMENT ISSUING LETTER

LETTER ISSUING TENDER DOCUMENT FOR REPAIR WORKS OF BATHROOMS, CEMENTIOUS GROUTING, OUTSIDE AND INSIDE CRACK FILLING, TERRACE WATER PROOFING, ETC. AT INCOME TAX GUEST HOUSE, ALIPIRI, TIRUPATI.

This tender document set for repair works of Bathrooms, cementious grouting, outside and inside crack filling, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati containing one Volume, totaling 1 to 10 pages in the Tender are issued.

Name of the Tenderer :
Address of the Tenderer :
The EMD for this set of Tender Document is : Rs .10,000/-
The Tender Document is issued on : 05.03.2020



(M.RANGA REDDY)

Income Tax Officer(Protocol)
for The Pr. Commissioner of Income Tax,
TIRUPATI

SECTION 5-LETTER SUBMITTING TENDER

The Pr. Commissioner of Income Tax
Tirupati Charge
22, K T Road
Tirupati
Chittoor District
Andhra Pradesh - 517 507

Sir,

Subject:- With reference to the tender invited by you for the work.

1. I/We hereby offer to execute the work under contract at the respective rates mentioned in the schedule of quantities.
2. I/We have seen the site, understood the general conditions of contract, special conditions, additional conditions.
3. I/We agree to execute the work as per specifications, general conditions of contract, special conditions and additional conditions.
4. I/We deposit earnest money Rs.10000/- and tender fee of Rs.100/- by separate demand draft which shall not carry any interest. I/We do hereby agree that the sum shall be forfeited by the Authority in event our tender is accepted & If we fail to execute the contract when required to do so.
5. I/we understand that you are bound to accept the lowest or any other tender that you received.

Yours faithfully,

(Contractor)
Signature of partner/prop. Of the firm
In the presence of the witness.

Section 6-Technical Bid Document

ANNEXURE A

1. Name of the Bidder/ Contractor
2. Address (with Telephone No. and Fax No.)
3. Contract person with Designation
(With Mobile No. & Email address)
4. Details of entity Registration! VAT Registration
(Copies to be attached)
5. PAN/ TAN/ Service Tax (Copies to be attached)
6. Details of average turnover as per
Clause I(i) of section 3 i.e. scope of work
7. Details of experience of successfully
completion of similar work as per clause :-

1. I (ii)(a)
2. I (ii)(b)
3. I (ii)(c)
4. I (ii)(d)

DECLARATION

I hereby declare that 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, We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

Section 7- Financial Bid Document

1. Name of the Bidder/ Contractor
2. Address (with Telephone No. and Fax No.)
3. Authorized person with Designation
(Contact No)
4. Quoted price total for all items
(Both in words and figures)
(All taxes inclusive)

Name of work: repair works of Bathrooms, cementious grouting, outside crack filling, inside crack filling, outside sunshades, Terrace water proofing, etc. at Income Tax Guest House, Alipiri, Tirupati.

S.No	Description of Item	Quantity	Unit	Rate	Amount
1	Bathroom Tile Grouting	25 Nos			
2	Cementious Grouting	25 Bathrooms			
3	Outside Crack Filling	4 Sides 1200 Running/Feet			
4	Inside Crack filling	500 Running Feet			
5	Out Side Sunshades	60x19 18x16			
6	Terrace Water Proofing	42x16 12x10 50x42			

Signature of Authorized Signatory with date