OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX,
4th Floor, Rajakmal Complex, Lakshmipuram Main Road, Guntur – 522 007
Phones : 0863-2351150, 2350061 (office), 0863-2351150 (fax)

F.No.Pr.CIT/ASK/2017-18 Date: 21-02-2018

TENDER NOTICE

INVITING BIDS FOR SETTING UP OF AAYAKAR SEVA KENDRA (ASK)

Sealed tenders are invited from reputed parties / contractors for setting up of ‘Aayakar Seva Kendra’ at –


Aayakar Seva Kendra is a single window concept to deliver all services mentioned in the 2010 Citizen’s Charter of the Department including redressal of grievances. It has three different functional units i.e., (1) “May I Help You” for meeting the general enquiries of the tax payers, (2) “Collection Counters” for receipt of Dak and paper returns and (3) “Facilitation Centre” for assisting the Tax payers about PAN Queries / providing return forms and other tax payer education literature and assistance of tax return preparers (TRPs).

As a part of the Govt. of India’s e-governance initiative Aayakar Seva Kendra (ASK) is being created at D.No.2-7, Vivekananda Colony, Kothapeta, Chirala, Prakasam District, Andhra Pradesh. The ASK shall be a computerised centre where facilities for filing of returns, applications and other correspondence, through the Income Tax Dept’s software, shall be available to tax the payers. The designs of the centre to be established, work flow, branding, material to be used have been standardised. A comprehensive document in this regard is available with this office which can be inspected / obtained during office hours at the above address.

The interested parties may submit separate bids for each ASK Centre to the Office of the Principal Commissioner of Income-tax, 4th floor, Rajakmal Complex, Lakshmipuram Main Road, Guntur – 522 007 with the terms and conditions enumerated below:

1. Tender documents can be collected from this office on all working days from 22.02.2018 on payment of Rs.1000/- (Non Refundable) by way of Demand Draft drawn on any scheduled bank in favour of “Zonal Accounts Officer, CBDT, Hyderabad”. The tender document can also be downloaded from the Department’s websites i.e., www.incometaxindia.gov.in, www.incometaxhyderabad.org and www.epfsecurity.gov.in can be submitted in the office along with demand draft of rs.1000/-.

2. Quotations should be submitted in two bid pattern, i.e., Technical Bid (Annexure-I) and Financial Bid (Annexure-II). Both of these bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes. It should be sealed and superscribed as –

(i) “Tender for setting up of ASK Centre at Chirala – Technical Bid”
(ii) “Tender for setting up of ASK Centre at Chirala – Financial Bid”.
3. Both such envelopes should be placed in a single cover and superscribed as “QUOTATION FOR SETTING UP OF AAYAKAR SEVA KENDRA AT CHIRALA” and should be sent by registered post or handed over to O/o the Principal Commissioner of Income-tax, 4th Floor, Rajkamal Complex, Lakshipuram Main Road, Guntur – 522 007 latest by 05.03.2018 before 4:00 P.M. The bids will be opened on 05.03.2018 at 05:00 P.M. in the Chamber of Pr. CIT, Guntur. However, the Principal Commissioner of Income-tax, Guntur reserves the right to postpone the opening of bids and the same shall be intimated to all the bidders.

4. Bidders or their authorized representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Principal Commissioner of Income Tax, Guntur.

5. The Agency / bidder should be agreeable to other terms and conditions as at Annexure –III.

6. Initially, the technical bids will only be opened. The financial bids will be opened only, if the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid. Rates quoted should be all inclusive with proper break-up and no separate claims will be entertained whatsoever.

7. The Principal Commissioner of Income Tax, Guntur reserves the right to reject any or all bids at any stage of bid process without assigning any reason.

8. Technical bid should accompany the Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any scheduled bank payable at Hyderabad drawn in favour of the ‘Zonal Accounts Officer, CBDT, Hyderabad’. The bids without Earnest Money Deposit will be rejected. The EMD of unsuccessful bidder will be returned on completion of bid process. The EMD of successful bidder will be returned on submission of a bank guarantee (Annexure-IV) of 10% of the total tender value. The contract shall be awarded to the Agency / Bidder with the lowest bid as per the terms & conditions mentioned in the tender document.

(RAMESH CHAND, I.R.S)
Principal Commissioner of Income tax,
Guntur
<table>
<thead>
<tr>
<th></th>
<th>Name of the Applicant/Bidder</th>
<th>[Specify the name of the ASK Centre]</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Complete address of the concern along with Tel. No., Fax No. and E-mail id</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Name &amp; address of the proprietor/partners and/or Directors of the concern with Tel. No.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Details of contact persons(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name &amp; address of the person</td>
<td>Tel. No./Fax No./Mobile No.</td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td></td>
</tr>
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<td></td>
<td>(b)</td>
<td></td>
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<tr>
<td></td>
<td>(c)</td>
<td></td>
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<tr>
<td>5</td>
<td>A brief note on the background of the applicant including professional qualifications and experience in the field of designing and supervision of office/commercial projects (not to exceed 200 words)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Permanent Account No.(PAN)</td>
<td></td>
</tr>
</tbody>
</table>
7. Annual turnover during F.Y. 2014-15, 2015-16 & 2016-17 (Copy of return of income filed along with P&L account, Balance Sheet etc., should be enclosed as evidence).

8. List of three reputed clients with nature and value of job done.
<table>
<thead>
<tr>
<th>Name of the Client</th>
<th>Work done</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
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<tr>
<td>(c)</td>
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</tbody>
</table>

9. GST Registration Number

10. Details of Demand Draft(EMD)

**DECLARATION**

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I/We understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed any dealing with the Department in future.

(Name and Signature of Authorised Signatory with date)
**ANNEXURE-II**

**FINANCIAL BID**

For ASK Centre

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of work</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Civil Works (Detailed break up of nature of work and amount to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Electrical &amp; Interior Works (Detailed break up of nature of work and amount to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fixture, Furniture &amp; Decorative (Detailed break up of nature of work and amount to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Other costs, if any (Detailed break up of nature of work and amount to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Proposed design/drawing of ASK Centre (CAD drawing) to be enclosed</td>
<td></td>
</tr>
</tbody>
</table>

(Note: All materials and equipments supplied must meet the standards including brand and quality specified in the STANDARD BRANCH LAYOUT AND SPECIFICATION BOOKLET FOR SEVOTTAM CENTRES which may be obtained from the Income Tax Officer (HQ)-I, O/o Principal Commissioner of Income Tax, 4th Floor, Rajkamal Complex, Lakshmipuram Main Road, Guntur – 522007)

(Name and Signature of Authorised Signatory with date)
TERMS & CONDITIONS

1. Applicant should submit separate Technical Bid / Financial Bid forms.

2. Technical bid should accompany the Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any scheduled bank payable at Hyderabad drawn in favour of the 'Zonal Accounts Officer, CBDT, Hyderabad'. The bids without Earnest Money Deposit will be summarily rejected. The EMD of unsuccessful bidder will be returned on completion of bid process. The EMD of successful bidder will be returned on submission of a bank guarantee (Annexure-IV) of 10% of the total tender value for a period of one year from the date of completion of work. The performance security withheld shall be refunded to the contractor/Agency after a period of one year from the date of completion of work. No interest shall be paid on the Performance Security Deposit.

3. The applicant should be having experience of at least 5 years in design of commercial / office space (preferably in setting up of ASK Centre) and supervision of the work as per design.

4. The applicant should have consultancy receipts from design and supervision of at least Rs.25 lakhs for each of the last three Financial Years (2014-15, 2015-16 & 2016-17), which should be supported by IT returns.

5. The applicant should be regularly assessed to Income-tax and also have registration under GST.

6. The applicant should give names of atleast three clients of reputed institutions for judging the quality of work.

7. The applicant should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government or local body or any other agencies at any point of time.

8. The Civil works broadly includes brick work, creation of wooden / zypress / glass partitions, flooring, fixing of grills, false ceiling, renovation work, painting etc..

9. It is a prerequisite to use termite proof branded quality plywood / zypress with a guarantee of 5 years for internal partitions and other civil works. Similarly, branded & fireproof electrical cables / switches & other installations, furniture should be of superior quality. The entire floor area and other points from which wooden structural erections are emanating should be given complete termite treatment.

10. The financial bid shall be submitted separately for civil works, interior and electrical & interior works, fixtures, furniture & decorative items and any other specified works. The financial bid should also include cost of shifting of offices in the space allocated to the ASK and other related work. The financial bid shall be evaluated on the basis of cumulative total and the lowest bid shall be eligible for allotment of work.
11. All the rates must be written both in figures and words. Corrections, if any, are to be 
made by crossing out, initialing, dating and rewriting. In case of discrepancy between 
the words and figures, the rates indicated in figures shall prevail. All overwriting / cutting, 
insertions shall be authenticated and attested. The rates should be inclusive of all taxes.

12. Rates / Quotations should be submitted an signed by the firm / agency with its current 
business address.

13. The bidder shall sign and stamp each page of his bid document and all other enclosures 
appended to it as a token of having read and understood the terms and conditions 
contained herein and submit the same.

14. The bidder must comply with the rates / quotations, specification and all terms and 
conditions of contract. No deviation in the terms and conditions of the contract shall be 
entertained unless specifically mentioned by the bidder in the rate / quotation and 
accepted by the department.

15. A pre-bid meeting will be held on 01.03.2018 at 3:00 p.m. in the Chamber of Pr. CIT,
Guntur for any clarifications in the tender process.

16. Furnishing of false, misleading, inaccurate information or particulars in the bid document 
or in any other manner shall lead to the disqualification of the bid and the bidder at any 
stage or time. It shall also lead to termination of the contract, if awarded.

17. The tender to whom the work is awarded would furnish name, address and contract 
number of a person with whom the Department / Controlling Officer will keep contract, 
with regard to services being provided by such applicant on day to day basis.

18. During the period of the execution of work, change in rates will not be entertained under 
any circumstances.

19. The Principal Commissioner of Income Tax, Guntur will have the final right to elect the 
suitable bidder most suited and responsive to its requirement.

20. No advance shall be paid on allotment of work. Part payment shall be made only after 
satisfactory completion of atleast the civil work involved. Further payment shall be made 
on completion of work of electrical & interior work. Final Payment shall be made on 
satisfactory completion of the entire work.

21. The Agency should submit bills to the respective Head of Office at Chirala. Payment will 
be made by respective DDO after certifying the bills by Head of Office concerned out of 
their sanctioned budget. TDS would be deducted as per the provisions of Income Tax Act, 
1961.

**SCOPE OF WORK**:

22. The recipient of contract is required to set up the ASK centre as per specifications in the 
documents available with the Income-tax Officer (HQ)-I, O/o the Principal Commissioner 
of Income Tax, Guntur. However, the exact use of space for creation of ASK Center at 
Chirala and also scope of civil, electrical and miscellaneous works can only be
ascertained by site visit. The contract includes provision of computers including required software with antivirus, printers, air-conditions, LCD, UPS with 3 hour back-up and other electrical items, equipment and furniture as per the specifications in the documents which will be provided on request.

23. The recipient of the contract will also be required to do other incidental works including the works arising out of shifting of office equipments/furniture in space allocated to the ASK. The work shall be specified during physical inspection by the recipient.

24. The recipient shall carry out the work subject to approval by the Principal Commissioner of Income Tax, Guntur (Project Leader) or any other person nominated by him for the same.

25. The material to be used shall be as per the specifications given in the document available with the Income Tax Officer (HQ)-I, O/o the Principal Commissioner of Income Tax, 4th floor, Rajkamal Complex, Lakshmipuram Main Road, Guntur – 522 007.

26. The recipient shall design the ASK Centre at Chirala with respect to the space available, subject to the specifications mentioned in the document and get the design approved from the Principal Commissioner of Income Tax, Guntur.

27. The recipient shall complete the work of ASK at Chirala within fifteen days from the date of receipt of work order.

We agree to the above terms and conditions.

Signature with Date

Name of the Firm

Seal
ANNEXURE-IV

FORM FOR PERFORMANCE GUARANTEE

(IN CONNECTION WITH SETTING UP OF ASK at CHIRALA)

To
The President of India,
Through DDO,
Chirala.

WHEREAS...........................(Name of address of the Agency)
............................................has undertaken, in pursuance of contract No
..............................................dated........................for setting up of ASK Centre, Chirala.

AND WHEREAS it has been stipulated by you in the said contract that the Agency
shall furnish you with a bank guarantee by a scheduled commercial recognized by you for
the sum specified therein as security for compliance with its obligations in accordance with
the contract;

AND WHEREAS we have agreed to give the Agency such a bank guarantee:

NOW, Therefore we hereby affirm that we are guarantors and responsible to you, on
behalf of the Agency, upto a total of ......................................(amount of the guarantee in
words and figures), and we undertake to pay you, upon your first written demand declaring
the Agency to be in default under the contract and without cavil or argument, any sum or
sums within the limits of (amount of guarantee) as aforesaid, without you needing to prove or
to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of
the contract to be performed there under or of any of the contract documents which may be
made between you and the Agency shall in any way release us from any liability under this
guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ...................day of ...............2019.

(Signature of the authorized officer of the Bank)

.................................Name and designation of the officer

.................................Seal, name & address of the Bank and address of
the Branch (Bank”s common seal)