



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
BLOCK 10C, INCOME TAX TOWERS, A.C. GUARDS, HYDERABAD

Phone : 040 - 23425103, 23425604

F.No.ASK/ Signature Towers/P.CCIT/2016-17

Date: 16.02.2017

NOTICE INVITING TENDER

**FOR SETTING UP OF AAYKAR SEVA KENDRA AT INCOME TAX OFFICE,,
SIGNATURE TOWERS, NEAR BOTANICAL GARDEN KONDAPUR, HYDERABAD**

TERMS & CONDITIONS

(UPPER LIMIT FOR THE TENDER: RS. 23.22 LAKHS ONLY)

(LAST DATE OF OF RECEIPT OF SEALED TENDER IS 27.02.2017 till 01.00 PM)

As a part of the Govt. of India's e-governance initiative **Aayakar Seva Kendra (ASK) is being created at Income-tax Office, Signature Towers, Kondapur, Hyderabad.** The ASK shall be a computerized centre where facilities for filing of returns, applications and other correspondence, through the Income Tax Department's software, shall be available to the tax payers. The designs of the centre to be established, work flow, branding, material to be used have been standardized. A comprehensive document in this regard is available with this office which can be inspected during office hours at the above address.

The bidders are required to visit the site at above address and further obtain further details with regard to design and scope of work before bidding from Assistant Commissioner of Income Tax(Infra) O/o Pr. Chief Commissioner of Income Tax, Hyderabad. Phone no:040-23425427/8985970195

MODE OF SUBMISSION OF TENDER

1.The sealed bids shall be addressed to the **Commissoner of Income Tax (Admn&CO),
O/o Pr.Chief Commissioner of Income tax, IT Towers, AC Guards, Hyderabad.**

2.The bidders are required to submit duly filled Technical Bid and financial Bid (Annexure- I & II). It should be written boldly on the top of the envelope(each separate envelope) as **Technical Bid and Financial Bid**. Both envelopes should be submitted in a single sealed cover duly addressed and superscribed with "**Tender for Aayakar Seva Kendra, Income-tax Office, Signature Towers, Kondapur, Hyderabad**" as the case may be. The bidder will be shortlisted on the basis of their competence after opening the Technical Bid.

3. Technical Bid :-

The technical bid should be as per Annexure I and should be supported by the documents indicated in the said Annexure.

4. Financial bid:-

- i.) The tender document, marked as Annexure II itself is a financial bid.
 - ii. The financial bid shall be given separately for civil work, interior and electrical work, furniture fixture, decorative items including branding, computers and UPS.
 - iii. The financial bid shall be evaluated on the basis of cumulative total of all the five quotes and the lowest bid shall be eligible for allotment of work.
5. Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicant is selected on the basis of technical bid.
6. Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc.
7. The financial bid of only those bidders who are short listed on the basis of technical bid will be opened and the bid with lowest quotation amongst the open bids will normally be approved.
8. The last date of receipt of sealed tender is **27.02.2017 till 1 P.M.** The sealed tenders should be dropped in the box kept with Public Relations Officer (PRO) in ground floor, IT Towers during the office hours on any of the working days, after paying Rs.1000/-towards non refundable Tender fee in the form of DD in favour of the "Zonal Accounts Officer, Hyderabad".
9. The tenders will be opened by the Tender Committee on **at 15.00 hours on 27.02.2017** in the **Conference Hall at 10A Block, Income Tax Towers, AC Guards Hyderabad** in the presence of such applicants or their authorized representative duly authorized by the tenderer who are present at the time of opening of the tenders.
10. If, in case of unforeseen circumstances or administrative requirements, the applications cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date as would be notified to the tenderers.
11. Tenders submitted late will not be considered.
12. The tender details are also available at Notice Board, Ground Floor, Income Tax Towers and website www.incometaxindia.gov.in & www.incometaxhyderabad.gov.in
13. This office reserves the right to postpone and or extend the date of receipt, opening of bids or to withdraw/cancel the same without assigning any reason thereof.



14. 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.

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

16. The bidder shall sign and stamp each page of this 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.

17. 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.

18. For any clarification in the matter, prior appointment may be made with the **Asst Commissioner of Income Tax (Infra) i/c O/o Pr Chief Commissioner of Income tax, 6floor B Block, IT Towers, AC Guards Hyderabad**

(i) The recipient of contract is required to set up the ASK Centre as per specifications in the documents available **with the above office i.e. Jt CIT (Infra), O/o Pr CCIT Hyderabad, 9A IT Towers, AC Guards, Hyderabad**. However, the exact use of Space for creation of ASK centre can only ascertained by site visit. i.e. 4th floor, Srinivasa Towers, Near Botanical Garden, Kondapur, Hyderabad.

(ii) The following items are **also** included in the contract:

(a) Computer systems including hardware and software of required specification with adequate UPS backup.

Quantity should be same as given in the documents

(iii) The recipient of the contract will also be required to do other 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.

(iv) The recipient shall carry out the work subject to approval by the Pr. Chief Commissioner of Income-tax, AP&TS (Chairman (ASK)-Local Implementation Committee) or any other person nominated by him for the same.

(v) The material to be used shall be as per the specifications given in the document available with the **Jt Commissioner of Income Tax Officer (Infra), O/o Pr. Chief Commissioner of Income tax, Hyderabad.**

(vi) The recipient shall design the ASK with respect to the space available, subject to the specifications mentioned in the document and get the design approved from Pr. Chief Commissioner of Income-tax, Hyderabad.

vii) The recipient shall complete the work of ASK within **One Month of receipt of work order.**

Eligibility Criteria :-

- (i) The applicant with more than **3 years** of experience in design of commercial/office space (Preferably in setting up of ASK Centre) and supervision of the work as per design will be preferred.
- (ii) Concerns engaged in the similar line and experience in setting up ASK Centres may be preferred.
- (iii) Concerns with turnover of more than Rupees **2 crore** and experience in similar line of contracts/jobs of setting up of Aayakar Seva Kendra.
- (iv) The applicant should be regularly assessed to Income-tax and also have registration under service tax.
- (v) The applicant should be able to give names of at least three clients of repute for judging the quality of work, if so required.
- (vi) 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, Semi Government or local body or any other agencies at any point of time.

A self certificate to this effect (on all the above points) should accompany the technical bid.

INSTRUCTIONS TO THE BIDDERS :

1. The tender forms comprising of Eligibility and qualification criteria and Financial bid, duly filled and complete in all respects, shall be submitted in single sealed cover and placed in the box provided in ground floor of Income Tax Towers, Hyderabad.
2. The following information should be clearly indicated on the envelope.
 - a. **Closing Date of Tender.**
 - b. **“Tender for Aayakar Seva Kendra, Income Tax Office, Signature Towers, Kondapur and contact number of the Concern.**
3. Each page of the Tender document should be signed by the bidder with Seal of the Agency/ Firm as a token of having read and understood the terms and conditions therein and to be submitted along with the bid form.
4. The prices and rates are to be written in both figures and words.
5. The rates should be inclusive of all taxes and inclusive of cost of shifting the existing offices in the space allocated to the ASK.
6. The bid may be rejected if it is not complete in any respect.
7. 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 bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
8. The tenderer to whom the work is awarded would furnish name, address and contact number of a person with whom the Department / Controlling officer will keep contact, with regard to services being provided by such applicant on day to day basis.



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

10. The Pr. Chief Commissioner of Income-tax, Hyderabad will have the final right to elect the suitable bidder most suited and responsive to its requirement.

11. On satisfactory Completion of the work, the successful Bidder shall execute "Performance Guarantee" at 5% on total contract value for two year from the period of completion of the work.

Terms of payment :-

No advance shall be paid on allotment of work. Payment for ASK shall be made only after satisfactory completion of at least 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.



(Kiran Katta)

**Jt Commissioner of Income Tax(Hqrs)(Admn)
For Pr. Chief Commissioner of Income Tax,
Hyderabad**

Encl:

1. Technical Bid Document (ANNEXURE-1)
2. Fincancial Bid Document (ANNEXURE-2)

ANNEXURE-I
TECHNICAL BID DOCUMENT

1	Name of the Applicant/Bidder	
2	Complete address of the concern alongwith with Tel. No., Fax No. and e-mail id	
3	Name & address of the proprietor / partners and / or Directors of the concern with Tel. No.	
4	Details of contact person(s)	
	Name & address of the person	Tel. No.
a)		
b)		
c)		
5	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)	
6	Permanent Account No. (PAN)	
7	Annual turnover during the F.Y., 2013-14, 2014-15 & 2015-16 (copy of return of income filed alongwith P & L account, Balance Sheet, etc. should be enclosed as evidence).	
8	List of three reputed clients with nature and value of job done.	
9	ST/VAT Registration Number	

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 concern will be blacklisted and will not have any dealing with the Department in future.

(Name and Signature of Authorised Signatory with date)

ANNEXURE-II

FINANCIAL BID DOCUMENT

- 1.Name of the Proprietor / Registered Firm /Company :
- 2.Address of the concern (with Tel.No., Fax & E-Mail) :
- 3.Authorised contact person(s) (with mobile number) :
- 4.Cumulative cost of the Project i.e. aggregate of cost quoted for various works listed below :

[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 office of the

Jt Commissioner of Income Tax Officer (Infra), O/o Pr.Chief Commissioner of Income tax, Hyderabad

<u>Sr.No.Description</u>	<u>Amount (Rs.)</u>
01.Civil Work :	
02.Electrical & Interior work :	
03.Furniture fixture & decorative : Items, including branding	
04.Computer as per specification and and other UPS :	
allied items :	

Total

(Name and Signature of Authorized Signatory with date)