

Office of the  
Income Tax Officer,  
Ward-1, Aayakar Bhavan, Anantapur  
Email: [ananthpur.ito1@incometax.gov.in](mailto:ananthpur.ito1@incometax.gov.in)

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F.No. Tender/ITO/W-1/ATP/2025-26

Date: 10.03.2026

**NOTICE INVITING TENDERS**

The Income Tax Office, Anantapur invites tenders for execution of repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.

The last date of receipt of bids is 12.03.2026 (17: 00) and the bids will be opened on 12.03.2026 (17:30).

The tender documents along with the instructions and terms & conditions are being sent to the suppliers calling for tender. The selected tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. The tenderer should submit the tender online to the mail id [ananthpur.ito1@incometax.gov.in](mailto:ananthpur.ito1@incometax.gov.in) or manually in closed /sealed covers, before the undersigned. The online/manual bids can be submitted up to 12.03.2026 till 17:00. The decision upon the bids received shall be communicated to the bidders subsequently. The office reserves the right 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 Tender Committee, O/o The Income Tax Officer, Ward-1, Anantapur in this regard shall be final and binding on all.



(T. SIVA KUMAR)  
Income Tax Officer,  
Ward-1, Anantapur.

Office of the  
Income Tax Officer,  
Ward-1, Aayakar Bhavan, Anantapur  
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F.No. Tender/ITO/W-1/ATP/2025-26

Date: 10.03.2026

**SUBJECT:** Repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.

Issue of Tender	:	10.03.2026
Last date of	:	12.03.2026 (17.00 Hrs)
submission Bids	:	12.03.2026 (17.00 Hrs)
opening date	:	

Earnest Money deposit of Rs.5,000/- and Tender Fees of Rs. 100/-  
by way of separate Demand Draft in favour of the Zonal Accounts Officers, CBDT,  
Hyderabad.

Estimated cost	:	Rs.95,000/-
Tender fees	:	Rs.100/-
Place of Submission	:	May be submitted in the office The Income Tax Officer, Ward-1, Anantapur.

## **SECTION-2-BID SCHEDULE**

The Income Tax Officer, Ward-1, Anantapur (herein after referred to as 'Department) invites bids for repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.

The Department intends to undertake the minor works of repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.

The work will have to be done as per work schedule in consultation with the Department. 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 the first one month or a part thereof, Penalty of 3% of cost of work will be levied for subsequent second month or part thereof. Thereafter, a steep penalty of 10% of cost of work will be levied for subsequent each month or a part thereof. As time is of essence, the bidder should be in sound financial condition to finish the work in stipulated time.

## **SECTION-3-TENDER DOCUMENT ISSUING LETTER**

LETTER ISSUING TENDER DOCUMENT FOR REPAIR WORKS OF AAYAKAR BHAVAN, ANANTAPUR

This tender document set for repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting. containing one volume, totalling 1 to 3 pages in the Tender are issued.

Name of the Tender :  
Address of the Tender :  
The EMD for this set of Tenderer Document is :  
The Tender Document is Issued on :

  
(T. SIVA KUMAR)  
Income Tax Officer,  
Ward-1, Anantapur.

## SECTION - 4 - LETTER SUBMITTING TENDER

The Income Tax Officer,  
Ward-1, Aayakar Bhavan,  
Opposite Saibaba Temple,  
3<sup>rd</sup> Road, Anantapur.

Sir,

**Subject:** With reference to the tender invited by you for the work repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.

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 of Rs.5,000/- 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 the event of our tender being 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-5-BID DOCUMENT

1. Name of the Bidder /contractor
2. Address (with telephone no and fax no.)
3. Authorised person with Designation (with Nobile no. & Email address)
4. Details of entity Registration VAT Registration (copies to be attached)
5. PAN/TAN/Service Tax (copies to be attached)
6. Registration No.
7. Details of average annual turnover
8. Quoted price total (both in words and figures)

Name of work: Repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.

SNo	Description of work	Amount
1	Repairs to the window frames and doors of windows, like fixing of joints, smoothening of doors, polishing by applying wood primer & wood polish and oil painting.	

Signature of Authorized signatory with  
date