



**Office of the
Addl. Commissioner of Income Tax
Kurnool Range, Kurnool**

F. No. Hiring of Diesel Generator /Addl.CIT,KNL/2020-21

Date: 27.07.2020

INVITATION OF QUOTATIONS FOR HIRING OF DIESEL GENERATOR AND SERVICES

The Income Tax Department, Kurnool invites sealed quotations from reputed /authorized persons/agencies to provide Diesel Power Generator and services on hire for the building containing office of Commissioner of Income Tax (Appeals), Kurnool and Office of Income Tax Officer (TDS), Kurnool located at M V P Complex, Prakash Nagar, Kurnool for a period of seven months i.e., from 01.08.2020 to 28.02.2021 as per the following terms and conditions:

1. This Invitation of Bids is open to all the reputed persons/agencies having at least **3 years** of experience in providing Diesel Generator services to renowned organizations/major hospitals/MNCs.
2. The bidder should possess all the statutory/non-statutory registrations, licenses, permissions, approval etc. from the Competent Authorities for providing the required services.
3. The bidder must have valid GST registration certificate from the concerned authority (as applicable) and copy to be enclosed with the tender.
4. The bidder should submit at least two Satisfactory Performance Certificates from the organizations to which it has been rendering the services, along with the Technical Bid.
5. The Bidder should not have been blacklisted/debarred by Central/State Govt. Department/ Organisations to whom it has been rendering security services and letter certifying the same should be submitted on duly notarized Rs. 10/- Stamp Paper.
6. The bidder must enclose copy of PAN card along with the tender.

INSTRUCTIONS TO THE BIDDERS:

1. The tender forms comprising of Eligibility and qualifications criteria (annexure-I) and Financial bid (Annexure-II), duly filled and complete in all respects and in separate envelopes, shall be submitted in single sealed cover to the " **Office of the Addl. Commissioner of Income Tax, Aayakar Bhavan, N R Pet , Kurnool**" or shall be e-mailed to **kurnool.addlcit@incometax.gov.in**.
2. Forwarding letter should clearly indicate the list of enclosures. 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 submit the authorization also along with the filled in bid form.
3. The bid may be rejected if it is not complete in any respect.
4. Furnishing of false, misleading, inaccurate information of 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.
5. The Addl. Commissioner of Income-tax , Kurnool will have the final right to elect the bidder most suited and responsive to its requirement.
6. **For clarification on any issue related to bid or work, the bidder may visit the Income Tax Office to meet Asst. Commissioner Of Income Tax, Kurnool on any working day at office hours.**
7. The bidder/its representative may visit the office premises in the working hours of any working day before the closing date of submission of tender.

TERMS AND CONDITIONS OF THE CONTRACT:

- 1) The Agency, to whom the contract is awarded, would provide Diesel Generator services. The name, address and contact number of the concerned should be furnished to the **Addl. Commissioner of Income-tax, Kurnool**. The name, address and contact number of person should be furnished with whom the department/Controlling Officer should contact, in case of any problem faced with regard to services being provided by such agency on day to day basis.
- 2) In case of failure to commence the work by the Agency within **stipulated time**, the contract may be cancelled by the Department and security may be forfeited. In such case, new tenders will be floated.
- 3) **The contractor is required to render services for all days of year 365x24x7 (including Sundays and national holidays).**
- 4) The Contractor agrees and undertakes to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the State / Central Govt. or any local body or any other authority.
- 5) Without prejudice to the preceding term of the outsourcing contract, the service provider will be liable to reimburse the **Addl. Commissioner of Income-tax, Kurnool** any cost or legal liability/penalty/fine imposed on the Income Tax Department, Kurnool by any authority, because of any misconduct or any act of omission or commission of the contractor or any of the workers/subcontractors/agents/any other persons deployed by the contractor.
- 6) **The office shall have the right to withhold any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions with regard to payment of all statutory and other dues or compliances with statutory or other obligations.**
- 7) The contract for hiring of Diesel Generator is valid for a period of seven months with effect from 01.08.2020 to 28.02.2021. However, the contractor's performance will be observed for the period of initial 3 months from the date of signing the contract. Based on the performance to the satisfaction of the department, the contract would be extended for remaining months.
- 8) The **Addl. Commissioner of Income-tax, Kurnool** unilaterally terminate the contract without specifying any reason by giving one month notice to the contractor.
- 9) **All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Kurnool. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an arbitrator, who will be appointed by the**

mutual consent of both the parties and any decision of the arbitrator will be final and binding on both parties, and shall not be appealable in any court of law, except on the grounds of mala fide or perversity.

- 10) This office reserves the rights to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
- 11) **In case of any dispute, the decision of the Addl. Commissioner of Income-tax, Kurnool shall be final.**
- 12) The Bidder shall furnish Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft/Banker's Cheque from a Commercial bank, drawn in favour of "Zonal Account Officer, CBDT, Hyderabad, payable at Hyderabad. The EMD in respect of the agencies/vendors which do not qualify the Technical Bid (First stage) /Financial Bid(Second Competitive stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder may be adjusted towards the Performance Security Deposit. Further, if the agency fails to render services as per the requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.
- 13) The bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document.
- 14) The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid:-
 - a) Copy of PAN card.
 - b) Copy of IT returns filed for the last three financial years
 - c) Registration certificate with appropriate authorities
 - e) Copy of the GST returns filed for last financial year Certificate.
 - f) Work experience of similar work with renowned organizations.
- 15) That the Service Provider shall provide the Diesel Generator which shall be in excellent working condition.
- 16) That Service Provider shall alone arrange the Diesel Generator and the fuel i.e Diesel for the generator will be arranged by the Income Tax Department.
- 17) The Service Provider alone shall bear all costs for insurance, maintenance and any other charges.

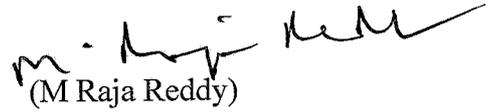
- 18) The Service Provider shall arrange and bear all the costs of repairs of the Diesel Generator during the contract period.
- 19) The Service Provider shall be contactable at all times and message sent by Phone/e-mail/Fax/Special messenger shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Income Tax Department in fulfillment of the Contract from time to time.
- 20) The Service Provider shall arrange suitable Diesel Generator in the event of break down of hired Diesel Generator and in the event of undue delay or default by the Service Provider, it shall be liable to bear all charges incurred by the department for alternative arrangements in addition to substitutions/replacement of Diesel Generator.
- 21) The Income Tax Department shall not be liable for any loss, damage, theft, burglary or robbery of any parts or equipments of the hired Diesel Generator of the Service Provider.
- 22) In the event of either non-compliance to the terms and conditions otherwise in any manner by the Service Provider, the authorized officer of the department shall have right to terminate the agreement holding the Service Provider liable for all its claims.
- 23) The Service Provider shall not assign, transfer, pledge or sub contract the hired Diesel Generator without the prior consent of the Income Tax Department.
- 24) On submission of the bills by the Service Provider for payment of monthly rentals, the same shall be arranged for payment after statutory deductions such as TDS, GST etc as applicable. Log book maintained with the endorsement of the concerned officer shall be the basis for the payment of monthly rentals.
- 25) The bidders shall bear all costs associated with the preparation and submission of its bid and the Income-Tax Department, Kurnool will in no case be held responsible/liable for these costs, regardless of the conduct or outcome of the bidding.
- 26) Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons thereof.
- 27) The bid shall consist of two parts- Annexure-I(**Technical Bid**) & Annexure-II(**Financial Bid**). Both the bids are to be placed in two sealed envelopes (clearly super scribing 'Technical Bid')

and 'Financial Bid', complete in all aspects and kept in sealed cover together, should be super scribed as '**Quotation for Hiring Diesel Generator and Services**' maybe dropped in the TENDER BOX marked as '**Quotation for Hiring Diesel Generator and Services**' located at the Office of **Addl. Commissioner of Income-tax, Kurnool Range, Aayakar Bhavan, N R Pet, Kurnool**. The bids of all parties whose financial bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith.

Closing Date and Time for submission of quotations : 30-07-2020 – 5.00 PM

**Date and time of opening of quotations
(Technical bids & Financial bids)**

**: 30-07-2020-5:30PM
(onwards)**



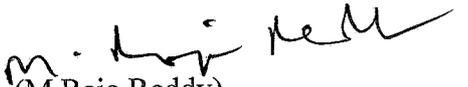
(M Raja Reddy)

Drawing & Disbursing Officer &
Asst. Commissioner of Income Tax,
Kurnool Range, Kurnool.

Date: 27.07.2020.

SCHEDULE OF THE DIESEL GENERATOR AND SERVICES TO BE PROVIDED BY THE AGENCY

S.No	Property at which Diesel generator and services to be provided	No. of Generators to be provided
1	Building containing Office of CIT (Appeals), Kurnool and Office of ITO (TDS), Kurnool, Ravi Susruth Complex, 43/128/3, Prakash Nagar, Kurnool.	1


(M Raja Reddy)

Drawing & Disbursing Officer &
Asst. Commissioner of Income Tax,
Kurnool Range, Kurnool

**ANNEXURE-I
(Technical Bid)**

**INCOME TAX DEPARTMENT,
Aayakar Bhavan, N R Pet, Kurnool. 518001**

- a) Name of the concern
- b) Complete Address of the concern (with telephone No. Fax & Email)
- c) PAN No. & Service Tax Registration No. EPF Registration and ESIC Registration with photocopies.
- d) Complete Name and addresses of the Partners / Directors/ Proprietor with mobile no. (in case of firm/company/proprietorship)
- e) Contact person (s) (with mobile number)
- f) Whether the concern has at least two "Satisfactory Performance Certificates" for similar services i.e. security services etc from the renowned organizations to which it is providing such services.
- g) Details of Earnest Money Deposit

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. In case any deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of owner or
authorized Signatory
with date & Stamp).

**ANNEXURE-II
(Financial Bid)**

**INCOME TAX DEPARTMENT,
Aayakar Bhavan, N R Pet, Kurnool. 515001**

1. Name of the concern
2. Complete Address of the concern (with telephone No. Fax & E-mail)
3. Complete Name and addresses of the Partners/Directors/Proprietor with mobile no.
(in case of firm/company/proprietorship)
4. Contact person (s) (with mobile number)
5. Permanent Account Number (attach copy)
6. Service Tax Registration number (attach copy)
7. Charges per month excluding statutory taxes & liabilities

8. DESCRIPTION OF THE DIESEL GENERATOR ALONGWITH RATES

S.No	Name of the Generator along with specifications	Hire Charges
1		

(Signature of authorized Signatory
with date & Stamp).

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief I further certify that I shall abide by the provisions of the Minimum Wages Act.

In case any deviation/discrepancy is found in the above statement at any stage, the contract is liable to be terminated immediately and the concern may be blacklisted by the competent authority.

(Signature of authorized Signatory
with date & Stamp).