



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH & TELANGANA
10TH FLOOR, INCOME TAX TOWERS, AC GUARDS, HYDERABAD.

Visit us at: www.incometaxindia.gov.in

TEL/FAX:040-23425460

F.No.CCAP/1(2)/no.80 INFRA/IT TOWERS/2016-17

DATE: 26/10/2016

OPEN TENDER NOTICE

Sub: Tenders are invited for execution of the following works:

- a) Supply and fixing of Gypsum Board on both sides of the existing partitions,
- b) Supply and fixing of wooden flush doors,
- c) Supply and Fixing of Skirting for the partitions ,

Principal Chief Commissioner of Income- Tax, AP&TS, Hyderabad invites sealed bids through Open Tenders Under the two-bid system for executing the above works in Income Tax Towers, A.C. Guards, Hyderabad

The description of the work more elaborately is as mentioned in section V of accompanying tender document.

02. Sealed tenders along with Earnest Money Deposit (EMD) of **Rs.1 lakh**, as specified in the bid document should be deposited in the sealed box kept for this purpose in the Ground Floor, PRO office, Income Tax Towers, AC Guards **by 02.11.2016** before 11.00 AM. The tenders will be opened at 3 p.m. same day i.e. 02/11/2016 in the Conference Room, 10th Floor, A Block, Income Tax Towers, AC Guards, Hyderabad. For any queries please call Sri. Kiran Katta, JCIT (Hqrs)(Admn) 040-23425460.

03. The Complete bidding document is also available for viewing at our website www.incometaxindia.gov.in

(Kiran Katta)

Joint Commissioner of Income Tax (Hqrs)(Admn)
O/o Pr CCIT, (AP&TS), Hyderabad

Copy to: 1. The Web manager of www.incometaxindia.gov.in with a request that the above notice and tender document is uploaded on the national website of the Income Tax Department.

(Kiran Katta)

Joint Commissioner of Income Tax (Hqrs)(Admn)
O/o Pr CCIT, (AP&TS), Hyderabad



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH & TELANGANA
10TH FLOOR, INCOME TAX TOWERS, AC GUARDS, HYDERABAD.

F.No.CCAP/1(2)/no.80 INFRA/IT TOWERS/2016-17

DATE:26/10/2016

Sub: Tenders are invited for execution of the following works:

- Supply and fixing of Gypsum Board on both sides of the existing partitions,
- Supply and fixing of wooden flush doors,
- Supply and Fixing of Skirting for the partitions ,

TENDER DOCUMENT

Open Tender No.

INDEX

| SECTION | DESCRIPTION |
|-------------|-----------------------------------|
| SECTION-I | Bid Reference |
| SECTION-II | Invitation to bid |
| SECTION-III | Instructions to Bidders |
| SECTION-IV | Terms & Conditions of contract |
| SECTION-V | Specification for supply of goods |
| SECTION-VI | Technical Bid Form |
| SECTION-VII | Financial Bid Form |
| Annexure-1 | Form for performance guarantee |
| Annexure-2 | Form for performance guarantee |



सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE**

**OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH & TELANGANA
10TH FLOOR, INCOME TAX TOWERS, AC GUARDS, HYDERABAD.**

**SECTION-I
DOMESTIC COMPETITIVE BIDDING
(Through call of open Tender)**

| | |
|---------------------------------------|---|
| Name of work | a) Supply and fixing of Gypsum Boardon both sides of the existing partitions, b) Supply and fixing of wooden flush doors, c) Supply and Fixing of Skirting for the partitions , |
| Last Date & Time for receipt of Bid | 02/11/2016 before 11AM |
| Time and Date of Opening of Bid | 02.11.2016 AT 3.00 PM |
| Place of Opening of Bid | 10 th Floor, A Block, IT Towers, AC Guards, Hyderabad |
| Mode of obtaining at tender documents | Downloaded for the departmental website www.incometaxindia.gov.in |



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH & TELANGANA
10TH FLOOR, INCOME TAX TOWERS, AC GUARDS, HYDERABAD.

SECTION-II

INVITATION FOR BID

Open Tender No. CCAP/1(2)/no.80 INFRA/IT TOWERS/2016-17

DATE:26/10/2016

- a) Supply and fixing of Gypsum Board on both sides of the existing partitions,
- b) Supply and fixing of wooden flush doors,
- c) Supply and Fixing of Skirting for the partitions ,

Pr. Chief Commissioner of Income- Tax, Hyderabad invites sealed bids through Open Tenders Under the two-bid system for executing above works in Income tax Towers, AC Guards, Hyderabad.

02. Sealed quotations along with Earnest Money Deposit (EMD), as specified in the bid document, should be deposited in the sealed box kept for this purpose in Ground Floor, PRO office, Income Tax Towers, AC Guards by 02/11/2016 before 11 AM. The tenders will be opened at 3.00 p.m. same day i.e. 02/11/2016 in the Conference Room, 10th Floor, A Block, Income Tax Towers, AC Guards, Hyderabad.

03. The complete bidding document is also available for viewing at our website www.incometaxindia.gov.in.

Yours faithfully,

(Kiran Katta)

Joint Commissioner of Income Tax (Hqrs)(Admn)
O/o Pr CCIT, (AP&TS), Hyderabad

SECTION-III

INSTRUCTION TO BIDDERS

1. This Invitation for Bids is open to reputed interior designers/fixture experts having annual gross receipts in this line of business of **Rs.100 lakhs or more** during any one of the three FYs 2013-14 ,2014-15 & 2015-16. Photocopies of the final accounts are required to be furnished, **failing which the bid will be rejected.**
2. Copies of valid Central /State sales tax registration certificate, and copy of at least one work order for supply and erection of office fixtures worth **Rs.25 lakhs**or more (single order from Government/Corporate bodies during the current or preceding three financial years have to be submitted.
3. The Pr. Chief Commissioner of Income Tax, Hyderabad, is hereinafter referred to as "**the Contractee**".
4. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish information required by the bidding document or submission of bid not substantially responsive to the bidding document in every respect will result in rejection if the bid.
5. The bidder is required to fill up the Profile of its Organization in the format given as per Annexure-1 of the Bid document.
6. At any time prior to the deadline for submission of bids, the Contractee may, for any reason, whether at its own initiative or in response to clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bids will be modified as per the amendment which will be binding. The amendment will also be available in the department website www.incometaxindia.gov.in.
7. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Contractee, at its discretion may extend the deadline for the submission of bids.
8. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
9. The bids are to be submitted in two parts in separate sealed envelopes, i.e. **Technical Bid** and **Financial Bid** and these two envelopes should be placed in another envelope duly sealed.
10. The **Technical Bid** prepared by the bidder shall include the following:
 - a) Details of each Bidder including past experience etc. (Self-attested Certificate to be enclosed)
 - b) Full particulars of Government/Corporate bodies for which the bidder has done similar works in a single order valued at Rs.25 lacs or more, in the current or any of the three preceding financial years. (Self-attested copies of the relevant work orders to be enclosed).
 - c) Copy the balance sheet, profit and loss account and Auditors Report, if any of the bidder for the previous three financial years (2013-14, 2014-15 & 2015-16).
 - d) A copy of PAN Card.
 - e) Copy of sales Tax Registration Certificate and VAT registration Certificate and VAT registration certificate and filing of service tax returns.
 - f) Details of support facilities to execute the order.
 - g) The details of Warranty offered by the bidder, if any.

11. The Financial Bid shall comprise the price component indicating the unit price per Sq.foot and other relevant works indicated in the Section-V of the bid document. The unit price thereof shall not be over written. It will be mandatory for all the prospective bidders to bid for the rate as per the works specified in Section-V of the bid document and the bid will be evaluated on the basis of price quoted for each work.
- a) The price quoted must be net price unit i.e. sq.ft. Including all charges pertaining to supply and erection.
 - b) The price quoted by the bidders should be **inclusive** of all taxes, of freight and forwarding charges, handling charges, loading and unloading charges, insurance charges, etc.
 - c) The price once accepted by the contractee shall remain valid till the successful execution of the complete order to the satisfaction of the Contractee. The Contractee shall not entertain any increase in the prices during the period. In the event there is a reduction or increase in Government levy/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from date notifying the said reduction or increase in the Government levy/excise duty. However, the Contractee is not liable to any claim from the successful bidder on account of fresh imposition and /or increase of Excise Duty, Customs Duty, Sales Tax etc. on raw materials and /or components used during the pendency of contract.
 - d) Prices shall be quoted in Indian rupees only.
12. Bids shall remain valid for 30 days after the date of bid opening prescribed by the Contractee. A bid valid for a shorter period may be rejected by the Contractee as non-responsive.

13. Sealing and Marking of Bids:

- a) The **Technical Bid** along with EMD instrument should be placed in one sealed envelope super scribed "Technical Bid". The Financial Bid should be kept in a separate sealed envelope super scribed "**Financial Bid**". Both the envelopes should then be placed in one single, sealed envelope super scribed "BID for Execution of works for IT Towers" and should be addressed to the JCIT(Hqrs)(Admn),O/o. Pr. CCIT, Hyderabad. The bidders name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- b) Both the inner envelopes super scribed **Technical Bid** and **Financial Bid** should have the name and address of the bidder so that if required they may be returned to the bidder without opening them.
- c) If the outer and inner envelopes are not sealed and marked as required, the Contractee will assume no responsibility for the bids misplacement or premature opening.
- d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial BID is enclosed in the envelope super scribed, "Technical Bid". The Bid document will be summarily rejected in the first instance itself.
- e) All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.

14. Deadline for Submission of Bids:

- a) Bids must be received by the Contractee at the address specified not later than the time and date specified in the Invitation for Bids. In the event of specified date for the submission of Bids being declared a holiday for the Contractee, the Bids will be received up to the appointed time on the next working day.
- b) The Contractee may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Purchaser and Bidders previously subject to the deadline as extended.
- c) Any bid received by the Contractee after the deadline for submission of bids prescribed by the Contractee in the bid document will be rejected unopened to the Bidder. The Contractee shall not be responsible for postal delays.

15. Modifications and Withdrawal of Bids:

- a) The Bidder may modify or withdraw its bid after submission, provided that written notice of the modification or withdrawal is received by the Contractee prior to the deadline prescribed for submission of bids.
- b) The Bidders modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids.
- c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid form will result in the Bidders, forfeiture of its EMD.

16. Opening and Evaluation of Technical Bids:

- a) The Tender Committee appointed by the Contractee will open all Technical Bids in the first instance on the appointed date, time and venue.
- b) During evaluation if the bids, the Contractee may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.
- c) No bidder shall contact the Contractee on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Contractee it should be done in writing.
- d) Any effort by a Bidder to influence the Contractee in its decisions on bid evaluation, bid comparison or purchase order decisions will result in rejection of the bid.
- e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated to the qualifying bidders. The Contractee may at its option choose to open the financial bids immediately after the opening and evaluation of the Technical Bids. Technical bid is only for qualifying purpose and finance bids of only those parties whom the technical qualifications would be opened.

17. Opening and evaluation of Financial Bids:

- a) The Tender Committee appointed by the Contractee will open the Financial Bids of Bidders as specified in para 17 (e) above.
- b) Arithmetical errors will be rectified on the following basis:-If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited.

18. The Contractee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder

or Bidders or any obligations to inform the affected Bidder of the grounds for the Contractee's action.

19. The Contractee will award the contract within 10 days of the opening of the financial Bid, to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best evaluated bid.

20. The "bidder" in this document shall mean the one who has signed the tender document forms. He may either be the Principal Officer or the duly authorized representative, in which case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondence) shall be furnished and signed by such representative or the Principal Officer.

21. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.

22. The Bid document filed by the bidder shall be typed or written in indelible ink.

23. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial Bid covers separately. (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner.

24. It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No sub contracting, in any form will be permitted.

25. The courts of India at Hyderabad will have exclusive jurisdiction to determine any proceeding in relation to this contract.

26. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

27. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract.

Read and accepted

Signature and stamp of
Bidder of Authorized Signatory

SECTION-IV

TERMS OF CONTRACT

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. A sum of Rs.1,00,000/- must be deposited as Earnest Money Deposit (EMD) in the form of Bank Draft in favour of "ZAO, CBDT, Hyderabad" & **must accompany the technical bid** in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Contractee to sign the contract on terms contained in the bid document, or fails to execute the order within the stipulated time. The earnest money of the successful Bidder will be refunded after the furnishing of valid Performance Guarantee. For the other Bidders, the earnest money instrument will be returned within 10 days of the completion of the financial evaluation. No interest will be payable on this deposit. The EMD will be forfeited if the successful bidder, due to any circumstances whatsoever, fails to accept the work order, or expresses its inability to complete the work, or fails to submit the bank guarantee within the prescribed time, as per the terms and conditions of the bid document.
3. The successful bidder will be required to deposit a Performance Bank Guarantee @ 5% of the value of the contract as security for due fulfillment of the contract. The Bank guarantee should be executed in the proforma in **Annexure-2**. It should be valid till two months from the date of completion of the work. The bank guarantee must be submitted within 10 days from date of issue of work order. The security shall be liable to forfeiture in the event of any non-observance of the terms of the contract by the bidder.
4. No bid will be considered unless and until all the pages/ documents comprising the Bid are properly signed and stamped by the persons authorized to do so.
5. In the event if bid being accepted, the offer rate will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders in Section III shall also form Part of the contract.
6. The terms and conditions of contract given in this section along with the Instructions to bidders should be signed and returned in the envelope marked as "Technical Bid" otherwise the tender is liable to be rejected.
7. The price quoted must be net price per unit inclusive of charges, rates and taxes.
8. The maximum period for complete and satisfactory performance of the contract, shall be **10 days per floor from the date of award of the contract for this purpose, the time limit of 10 days per floor will begin from the date of communication of the bid** to the successful bidder, by way of telephonic intimation, by e-mail or in writing whichever is earlier.
9. **The work must be completed satisfactorily within the stipulated period**, failing which the Contractee reserves the right to complete the work at contractors risk provided that where the works were not done according to the stipulated technical specification in the contract and on account to urgency of the demand, the contractee decides to retain the inferior material, the party will be entitled to receive payment not at the contract rate but at the rate fixed by the Contractee With due regard to the quality of material supplied.

10. All above conditions will be enforced, unless written order of contractee is obtained relaxing any specific condition in any specific instance.
11. The Contractee does not bind itself to accept the lowest tender and reserves itself the right to reject any or all tenders. The contractee may also increase or decrease the scope of work.
12. The contract will last till the completion of work to the satisfaction of the Contractee. In the event of any breach of the agreement at any time on the part of the Contractor, the contract may be terminated summarily by the contractee without compensation to the contractor.
13. Any change in the constitution of the concern of the contractor shall be notified forthwith by the contractor in writing to the Contractee and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
14. The works to be done under this contract will be of the quality equal and answerable in every respect to the specification given in the list accompanying the tender and approved by the Contractee. The Contractor shall be responsible for all complaints as regards the quality. In case of dispute regarding quality of articles, the decision of the contractee will be final and binding on the contractor.
15. The Contractee or its nominee duly authorized in writing shall have the power to inspect the items before, during or after manufacture, dispatch transit or arrival and to reject the same or any part or portion through a communication in writing, if it is not satisfied that the same is equal or according of the specification as per tender notice submitted. The Contractor shall not charge or be paid for works rejected as above and such works shall be removed by the contract or at once and at his expense. He shall neither claim nor be entitled to payment for any damage that the rejected works may suffer from any harm whatsoever incidental to a full and proper examination and test of such works. The Contractee shall not be under any liability for rejected works shall be removed by the contractor within ten days of the issue of notice rejecting such works, failing which such rejected works will be removed at Contractor risk and The Contractee may charge the Contractor, Rent for space occupied by such rejected works.
16. Supply and erection of Items at the specified location as stipulated in this Bid shall be deemed to be the essence of the contract and should the contractor fail to comply within the time stipulated, the delayed deliverables will be subject to liquidated damages @ 2% per month or part of the month, recoverable on the value of the delayed works. The recovery through liquidated damages will be without prejudice to the other remedies available to the contractee under the terms to the contract. In case of non-payment by the contractor, recovery will be made from his bills or performance Guarantee with the Contractee provided that:
 - a. If the delayed works are accepted by extending the date by the Contractee on an application in writing by the Contractor then, no extra price or additional cost for any reason whatsoever beyond the contractual cost will be paid to the contractor for the delayed works. In such cases the Contractee may, at its discretion decide either to levy or waive liquidated damages in respect to the delayed works. The decision of the Contractee in this regard will be binding on the Contractor.
 - b. On failure of the contract or to finish the work within the period stipulated in the contract or within the extended period decided by the contractee pursuant to the written request of the contractor, risk purchase at the cost of the Contractor will be made by the Contractee. The cost thus Incurred, will be recovered from the Contractor from his pending bills or by encashing the performance Guarantee, whichever is available. The procedure will be adopted after sending registered notice to the contractor. In addition to the above, the Contractee reserves the right to place the Contractor in the panel of blacklisted concerns.

- c. If a Force Majeure Situation arises, the Contractor shall promptly notify the contractee in writing of such conditions and the cause thereof within seven days of occurrence of such event.
- d. Unless otherwise directed by the Contractee in writing, the Contractor shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonably alternative means for performance not prevented by the force majeure event. If the performance in whole or in part or any obligations under this contract is prevented or delayed by any reason of force majeure for a period exceeding 60days, either party may at its option terminate the contract without any financial repercussion on either side.

17. The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the works required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the contractor. The contractor shall not pleading or an ceased excuse incase of complaint against the supplies, or rejection of works tendered by him or with a view to asking for increase if any rates agreed to the contractor to evading any of his obligation under the contract.

18. No payment will be made in advance for any works under this contract.

19. In the event of the Contractor failing to fulfill or committing any breach of any of the terms and conditions of this contract specified is liable to rejection or failing declining, neglecting or delaying to comply with any demand or requisition or otherwise executing the same in accordance with the terms of this contract, or if the Contractor or his agents or employees are guilty of fraud in respect of the contractor any other contract entered into by the bidder or any of his partners or representatives thereof with the Contractee directing, giving promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment if the Contractee in any way relating to such officers or persons or persons, office or employment or, if the supplier in any of his partner become insolvent or applies for relief as insolvent debt or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so, then without prejudice to the Contractee right and remedies otherwise, Contractee shall be entitled to terminate this contract forthwith, encash the bank guarantee and to blacklist the Contractor and purchase or procure or arrange otherwise at the Contract or risk and at the absolute discretion of the Contractee, as regards the manner, place and time of such purchases, such supplies as have not been supplied or have been rejected under this agreement or are required subsequently by the purchaser, there under, incase purchase or supplies together with all incidental charges or expenses, shall be recoverable from the Contractor on demand, and the Contractor shall not be entitled to benefit from any profit which may accrue to Contractee.

20. In any question, difference or objection whatsoever that may arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof, or the rights duties or liabilities of either party, then, save in so far as the decision of any such matter as here in before provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regard the rights and obligations of the parties as the result of such termination, shall be decided by the Contractee and the decision shall be final and binding on the Contractor.

IN WITNESS THERE OF the parties have here-to set the in the hands and date indicated below:

I. (In the case if firm) signed by the above named firm ofthrough.....partner of the firm.

Signature
(Name & address)

II. (In the case of a company)
The seal of thecompany, Limited, was affixed by the virtue if the resolution of the Board No.....dated.....the.....Day of....., 2016.

(In either case) In the presence of

1. Signature:.....
Address:.....
Description:.....
2. Signature:.....
Address:.....
Description:.....
Signed by:.....
Signature by:.....

On behalf of the Principal Chief Commissioner of Income Tax, Hyderabad (The Purchaser)

SECTION-V

TECHNICAL SPECIFICATION OF WORK

| Sl.No. | Description of Item | Unit | Qty |
|--------|--|-----------|------|
| 1.00 | <u>Partitions:</u> | | |
| | Supply and fixing of Gypsum Board of 12.5mm saint gobin/boral/rando make on both sides of the existing partitions with relevant company make cleats and screws. The grooves are filled with the joint compound and nylon tap and finished with the gypsum powder in length and level and finished by leveling with Luppam putty and make smooth surface by applying the sand paper and applying of primer and two coats of plastic Emulsion paint shade as approved by the engineer/architects. (the rate is including of cutting and fixing of all partition edges where ever necessary and giving the extra wooden supports for fixing the doors and etc. and measurement will consider for one side of the partition only.) | Per Sq.Ft | 1.00 |

SECTION-VI
TENDER FORM
(TECHNICAL BID)

(On the letter head of the concern submitting the bid)

To
The Tender Evaluation Committee.
O/o Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana,
I.T. Towers, AC Guards, Hyderabad

Ref: Open Tender No. F.No.CCAP/1(2)/no.80 INFRA/IT TOWERS/2016-17 DATE: 26/10/2016

1. I/we here by undertake the works as specified in Section V of the Bid/tender Document and agree to hold this offer for a period of 30 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

2. I/we have understood the instructions to Bidders and Terms and Conditions of order as enclosed with the invitation to the tender and have thoroughly examined the Specifications and am/are fully aware of the nature of the goods required and/ our offer IS to supply the goods strictly In accordance with the specifications and requirements.

3. A crossed Bank Draft in favour of the Z.A.O., C.B.D.T, Hyderabad, for an amount of Rs.1,00,000/- as Earnest Money Deposit is enclosed.

III. The Following have been added to form part of this tender. (Refer para 10 of Invitation for Bid)

- A. A note on past experience of the Bidder in executing the similar works.
- B. Copy of audited balance sheet, profit and loss account and auditor's Report of the concern for FYs 2013-14, 2014-15 & 2015-16.
- C. Copy of Valid Central/State sales tax registration certificate.
- D. Copy of at least two work orders of Rs.25 lakhs or more, executed during the current year or last two financial years from Govt. / corporate sector.
- E. A Copy of PAN Card.
- F. Information regarding litigation, bankruptcy, insolvency or winding up etc. and if you have been black listed by any government bodies, please mention the same.
- G. Details of abandoned/delayed work orders.
- H. Details of order supported facilities.
- I. Statement of deviations from terms and conditions. Without revealing the price related deviations in any manner whatsoever.
- J. Copy of the authorization/resolution authorizing the signatory to sign the bid document on behalf of the concern.
- K. The number of years for which the items are guaranteed against normal wear and tear.
- L. Any other relevant documents in support of the Bid (Please give details).

IV. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.

V. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletion should invariably be duly attested by the person authorized to sign the bid document).

VI. We do here by undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order between us, and the time limit of six weeks will begin with the communication of your acceptance of our bid.

Yours faithfully,

(Signature of Bidder)

Dated this.....day ofof 2016.

Address:.....

.....

Telephone:.....

Fax:.....

Email id:.....

Company Seal.

SECTION-VII

TENDERFORM(FINANCIALBID)

(FINANCIAL BID)

(On the letter head of the concern submitting the bid document)

To
The Tender Evaluation Committee.
O/o Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana
I.T. Towers, AC Guards, Hyderabad.

Ref:-OPEN TENDER NO. F.No.CCAP/1(2)/no.80 INFRA/IT TOWERS/2016-17DATE: 26/10/2016

1. Having examined the bidding documents and having submitted the technical bid for the same, the undersigned, hereby submit the Financial Bid for supply of goods as per the invitation for this and in conformity with the said bidding document.
2. We hereby undertake to supply & erection of the works specified in Section-V of the bid document at the prices and rates mentioned below:

| Sl.No. | Description of Item | Unit | Qty | Rate | Amount |
|--------|--|-----------|------|------|--------|
| 1.00 | <u>Partitions:</u> | | | | |
| | Supply and fixing of Gypsum Board of 12.5mm saint gobin/boral/rando make on both sides of the existing partitions with relevant company make cleats and screws. The grooves are filled with the joint compound and nylon tap and finished with the gypsum powder in length and level and finished by leveling with Luppam putty and make smooth surface by applying the sand paper and applying of primer and two coats of plastic Emulsion paint shade as approved by the engineer/architects. (The rate is including of cutting and fixing of all partition edges where ever necessary and giving the extra wooden supports for fixing the doors and etc. and measurement will consider for one side of the partition only.) | Per Sq.Ft | 1.00 | | |

| | | | | | |
|------|---|-----------|------|--|--|
| 2.00 | <u>Wooden Flush Doors</u> Supply and fixing in position of 32mm thick solid core flush doors in single shutter with both side 1mm thick laminate finish and door will finish with 32mmX 10mm beach wood lipping finish with polish an one vision panel of 230mmx 1200mm of 8mm thick frosted glass fixing with 20mm beach wood beading. the door frame made with 12mm thick ply board and finish with lamiante of approved shade in both sides. rate inclusive of all necessary hardware like SS hinges, stoppers, rubber buffers, Lockes and all accessories and complete as directed. all the accessories to the doors should be of SS finish. | Per sq ft | 1.00 | | |
| 3.00 | <u>Laminated ply skirting</u> Supply and Fixing of Skirting for the partitions with 12mm Ply wood of 3' size screwing to the partition and finish with laminate a for all the partitions and finished with laminate | Per R ft | 1.00 | | |

3. We do hereby undertake that, In the event of acceptance of our bid, the execution of work shall be completed as stipulated in the tender document and that we shall perform all the incidental services.
 4. The price quoted is net price per unit including all the taxes, rates and charges.
 5. We agree to abide by our offer for a period of 30days from the date of opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
 6. We have carefully read and understood the terms and conditions of bid document and its implications. We do here by undertake to supply the specified items.
 7. Certified that the bidder is:
A Sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.
- Or
- A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney.
- A company and the person signing the bid document is the constituted attorney.
(NOTE: Delete whatever is not applicable. All corrections /deletions should in variable be duly attested by the person authorized to sign the bid document.)
8. We do hereby undertake that, until a formal notification of award, this bid, together With your written acceptance thereof shall constitute a binding order between us, and that the time limit prescribed for supply and installation of the items will begin from the date of the commutation of the acceptance of the bid.

Yours faithfully,

(Signature of Bidder)

Dated this.....day ofof 2016.

Address:.....

.....

Telephone:.....

Fax:.....

Email id:.....

Company Seal.

ANNEXURE-I
PROFILE OF ORGANIZATION

| | | |
|-----|---|--|
| 1. | Name of concerns | |
| 2. | Status of concern (Support with document) | |
| 3. | Postal address | |
| 4. | Telephone | |
| 5. | FAX | |
| 6. | e-mail | |
| 7. | Website | |
| 8. | Year of establishment | |
| 9. | Activities / Services offered | |
| 10. | PAN allotted by Income Tax Department | |
| 11. | Returned income for preceding three financial year | |
| 12. | Name of the Head of the organization / Managing Director | |

Date:

Place:

Signature of Authorized Signatory

To
The President of India

WHERE AS.....
(name and address of the contractor)(Here In after called "the contractor") has undertaken, in pursuance of contract no.dated.....to supply (descriptions of goods and services) (herein after called "the contract")

AND WHERE AS it has been stipulated by you in the said contract that the contractor shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified there in as security for compliance with its obligation in accordance with the contract:

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

NOW THEREFORE we here by affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of (Amount of the guarantee in words and figures), and we undertake to pay you upon your first written demand declaring the supplier 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 your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We here by waive the necessity of your demanding the said debt from the contractor 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 contractor shall in anyway 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.....2016.

(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

(Banks common seal)