



Office of the  
**INCOME TAX OFFICER, WARD-1, WARANGAL**  
3rd Floor, Mayuri Complex, Oppo. TSNPDCL, Nakkalagutta, Hanamkonda, Telangana

F.No. ITO/W1/Wgl /Shifting of Office/2023-24

Date: 22-02-2024

**TENDER NOTICE FOR SHIFTING OF OFFICE OF THE INCOME TAX OFFICER, WARD-1,  
WARANGAL AND SETTING UP AT BSNL BHAVAN, WARANGAL.**

Quotations are invited in two bid systems from reputed firms/agencies for shifting of office of the Income Tax Officer, Ward-1, Warangal, 3<sup>rd</sup> Floor, Mayuri complex, Nakkalagutta, Hanamkonda, Warangal-506001. having documents, Office furniture, office machines, equipments for packing, arranging, loading, unloading and transportation and setting up the same at O/o. Income Tax Officer, Ward-1, H.No: 15-1-297, BSNL Bhavan, Near KMC , Rangampeta Warangal, 506002. The details of the works will be treated as ONE work as per the following:-

**Description Unit Quantity**

Sl. No.	Name of the Items	Quantity*
1	Steel Almirahs	23
2	File Racks	05
3	Tables	24
4	Chairs	50
5	Office Record Room with files	1
6	Storeroom with equipment	1
7	Sofa Sets	07
8	Wood racks	04
9	Plywood sheets	05

\*Subject to confirmation at the time of physical inspection.

The bidders may inspect and survey the site on any day during office hours under prior intimation to K. Snehitha , Tax Assistant , Mob No.9948526563.

The last date for receipt of quotations at the address specified above is **01.03.2024 at 04:00 PM.** And the tenders will be opened on **04.03.2024 @11.30AM.** At Income Tax Office, Warangal Presence of the bidders.

  
G CHAKRADHARI  
Income Tax Officer  
Ward-1, Warangal.

## ANNEXURE I

### I. TENDER PROCESS:

1. The Income Tax Officer, Ward-1, Warangal, invites quotations on behalf of the President of India from reputed authorized agencies /firms for shifting of office of the Income Tax Officer, Ward-1, Warangal, 3<sup>rd</sup> Floor, Mayuri complex, Nakkalagutta, Hanamkonda, Warangal-506001 the work includes shifting of Office furniture, office machines, equipments for packing, arranging, loading, unloading and transportation and setting up the same at at O/o. Income Tax Officer, Ward-1, H.No: 15-1-297, BSNL Bhavan, Near KMC , Rangampeta Warangal, 506002.
2. Tender is invited in two parts i.e. (1) Technical Bid (2) Financial Bid. The tender Form for Technical bid, in proforma, prescribed in Annexure- II and the tender Form for the financial bid in proforma prescribed in Annexure-III, complete in all respects, shall be submitted. The Service Providers will be short listed on the basis of their technical competency after opening of Technical bids and only after ascertaining their technical competency and fulfillment of the same, the financial bids would be opened. Incomplete bid documents shall be summarily rejected. Interested Agency should visit the site of the present location to assess the exact nature of requirements before submitting their quotes.
3. The bidder shall fill up the information in the Annexure II & III enclosed at the end of this document, in clear and legible terms and have to be signed by the bidder. Wherever required, the price quoted shall be written in figures and words as well. Where there is any difference between rates quoted in number and words, the rates quoted in words shall prevail. Any overwriting/corrections in rates should be attested by the bidder.
4. The rates quoted should be inclusive of all types of taxes **including GST**.
5. The short-listed tender along with the documents will be submitted to the 'Competent authority' and upon approval by the 'Competent authority' the successful Bidder will be intimated about the award of contract to them.

### 1. STATUTORY FORMALITIES

1. The agencies /firms should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act prescribed by Office of the Commissioner of Labour, Telangana and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly.
2. Insurance coverage protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the agencies /firms. The agencies /firms shall arrange necessary Insurance coverage for any persons deployed by him even for short duration. The department shall not entertain any claim arising out of mishap, if any, that may take place while discharging the duties by the labour provided by the Service provider.

## 2. PAYMENT

1. Mode of payment to the firms/agency will be on completion of full work on receipt of bills duly certified by the Officer concerned of the Department and payments shall be made through electronic transfer NEFT/RTGS to the designated account only.
2. No advance payments will be considered. The Agency should submit final bill in Original for payment, quoting PAN No. and GST No. on the body of the bill. Tax will be deducted as per statutory provisions. The payment shall be made after successful completion of work.
3. The firm/agency is responsible for payment of wages to the labourers engaged as applicable to them. The firm/agency should ensure that there is no scope for any grievance from the personnel on account of delayed payment of wages.

## 3. GENERAL

The bidder should ensure that the following documents are part of the following:

(1) The Technical Bid: Duly filled in a) Annexure -I b) Annexure – II c) Annexure - III d) Annexure – IV e) Self-attested copy of PAN CARD e) Self-attested copy of GST Registration Certificate

(2) The Financial Bid: Annexure – V; The bidder shall quote their bid amount in both words and figures which should inclusive of all taxes & GST and any other charges as applicable as mentioned in the Financial Bid.

## 4. TERMS AND CONDITIONS

1. The firm/agency should work on all working days including Saturdays and they shall report to the Income Tax Officer, Ward-1, Warangal. The work should invariably be completed within 15 days.
2. The personnel deployed should have knowledge of local language, should be well experienced, trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and photo identity cards by the Service provider.
3. The firm/agency shall indemnify and shall keep the department indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damage or compensation to such person or to third party. All damages caused by the personnel shall be charged to the Service provider and be recovered from its dues/bills.
4. The employee deployed should not be the person against whom criminal case is pending in court of law. The Service provider should get the character and antecedents of each personnel verified through Police/District authorities before their deployment in this department and a certificate to this effect should be submitted to the department in the form of an affidavit.
5. No other person except Service provider's authorized representative shall be allowed to enter the Office premises. Within the office premises, the Service provider's personnel shall not do any private work other than their normal duties.

6. In case any employee of the Service provider is found responsible for any theft, loss or damage to the office furniture, fitting, fixture and property of the office or the officers, the Service provider shall be held liable to compensate for the act.
7. All laborers engaged for the works should invariably follow the COVID-19 guidelines.
8. Service provider have to provide the Mask, Hand sanitizers, security gears such as Industrial Helmet, Gloves etc to all the workers.
9. Social distancing should be maintained at all times by all the workers.
10. All waste material will have to be dropped in a designated place as to be decided by the O/o the ITO, Ward-1, Warangal.
11. Special care should be taken while relocating the office equipment. Demurrage will be levied for such act.
12. Shifting work must be completed within 15 days from date of issue of the work order.
13. The Income Tax Officer, Ward-1, Warangal reserves right to amend any of these terms and conditions, as it deems necessary.
14. Participation in the tender process does not entail any commitment from the Income Tax Officer, Ward-1, Warangal.
15. The Income Tax Officer, Ward-1, Warangal reserves the right to accept or reject any bids, 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 or bidders of the grounds. The decision of the Income Tax Department is final.

**ANNEXURE I**  
**TECHNICAL BID**

1.	Name of the Service Provider	
2.	Address	
3.	Mobile Number	
4.	E-mail id	
5.	Name and Address of the Authorized Representative with Mobile Number	
6.	Whether terms and conditions of the Tender is acceptable or not?	
7.	Permanent Account Number	
8.	GST Registration Number	
9.	Whether the party is blacklisted by any Government Department or any Criminal cases are registered against the party or its owner/partner anywhere in India	

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any state, I/we will be blacklisted and will not have any dealing with the Department in future.

Signature of the bidder with the date

**ANNEXURE -II**

**CERTIFICATE FOR SITE INSPECTION**

Name of Work: Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office Furniture, files, equipment and other materials of the O/o. Income Tax Officer, Ward-1, Warangal.

Certified that we \_\_\_\_\_ (Name of tenderer) have visited the site on dated \_\_\_\_\_ and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certify that we will be able to executing the work as per specification to suit the site conditions.

Present Office address	O/o. Income Tax Officer, Ward-1, 3rd Floor, Mayuri Complex, Nakkalagutta , Hanamkonda, Warangal, 506001.
Office to be shifted to	O/o. Income Tax Officer, Ward-1, H.No: 15-1-297, BSNL Bhavan, Near KMC , Rangampeta Warangal, 506002.

Signature of tenderer with Seal & Date

ANNEXURE - III

**UNDERTAKING BY THE BIDDER**

1. I/We undertake that my/our firm/Company M/s  
.....  
..... not been blacklisted by any  
Govt.Department/ Public sector Undertaking/Autonomous Body.
  
2. I..... Son/Daughter/Wife of  
Shri..... Proprietor/Partner  
/Director/ Authorized signatory of M/s. ....  
..... am competent to sign this declaration and  
execute this tender document.
  
3. I have carefully read and understood all the term and conditions of the  
tender and undertake to abide by them.
  
4. The information/documents furnished along with the above application are  
true and correct to the best of my knowledge and belief. I/We am/are well  
aware of the fact that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.
  
5. I/We understand that incase any deviation is found in the above  
statement at any stage, my/our concern/ firm/ company shall be  
blacklisted and shall not have any dealing with the Department in future.

**DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized person

Date:

Full name:

Place:

Seal:

ANNEXURE – IV

**TENDER ACCEPTANCE LETTER**

(To be given on Company letter Head)

To

Date: / /2023

The Income Tax Officer,  
Ward - I,  
Warangal, 506001.

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:.....

Name of Tender/Work:-

Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office Furniture, files, equipment and other materials of O/o. Income Tax Officer, Ward - 1, 3rd Floor, Mayuti Complex, Nakalagutta, Hanamkonda, Warangal to New Building at O/o. Income Tax Officer, Ward-1, H.No: 15-1-297, BSNL Bhavan, Near KMC, Rangampeta Warangal, 506002

Dear Sir,

1. I/We have obtained the tender document(s) for the above mentioned Tender/Work' from the Income Tax Department website as per your advertisement.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No..... to ..... (Including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your firm/ company/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our firm/company/organization has not been blacklisted/debarred by any Govt. Department/ Public sector undertaking.
6. I/We certify that all information furnished by the our firm/company/organization is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your firm/company/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE-V**

**FINANCIAL BID**

Prices should be quoted in Indian Rupees and indicated both in figures and words. Price in words will prevail, in the event of any mismatch.

S. No.	Item of Work	Lumpsum quoted cost in Rs. <b>Including all Taxes.</b>
1.	Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office Furniture, files, equipment and other materials of O/o. Income Tax Officer, Ward - 1, 3 <sup>rd</sup> Floor, Mayuri Complex, Nakkalaguta, Hanamkonda,506001 to New Building at O/o. Income Tax Officer, Ward-1, H.No: 15-1-297, BSNL Bhavan, Near KMC, Rangampeta Warangal, 506002.	

Rupees in Words:

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Signature of the bidder with the date



**Report ID:** GEM/GARPTS/22022024/D6U8K6E5JVRM

**Report Name:** office shifting

**Generated By:** Koduri Snehitha , Department of Revenue , Ministry of Finance

**Generated On:** 22/02/2024

**Valid till:** 23/03/2024

### **GeM Availability Report and Past Transaction Summary**

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

*Order Count and Order Value displayed is on a cumulative basis since GeM inception.*

#### **1. Search String: shifting infrastructure**

Search type: Service

1. There are categories available on GeM matching your requirements (as listed here). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.
2. If you feel that category TP needs updating you can submit category updating request also through RMS.
3. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications of the required product for creation of new category on GeM for future procurement.

Search Result: Category available/suggested on GeM but marked as "not matching requirements" by the buyer with undertaking as under:

*It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of List of Values( LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirement are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories. This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.*

Category Name	Order Count			Order Value (in Lakhs)		
	Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
NIC Empaneled MSP For O&M of IT Infrastructure	0	0	2	0	0	184