



Office of the
JOINT COMMISSIONER OF INCOME TAX, WARANGAL RANGE
Aayakar Bhavan, Station Road, Warangal, Telangana.

No. JCIT/Wgl/Bldg-Furnish/2018-19/1.

Date: 01-08-2018

**CALLING OF TENDERS FOR UNDERTAKING THE FABRICATION WORK OF
INCOME TAX OFFICE BUILDING BEING HIRED AT 2nd & 3rd FLOOR OF MAYURI
COMPLEX, NAKKALAGUTTA, HANAMKONDA, WARANGAL**

Sealed Tenders are invited on behalf of President of India from reputed agencies for undertaking the work of partitioning in Income Tax Office building being hired at 2nd & 3rd Floor of Mayuri Complex, Nakkalagutta, Hanamkonda, Warangal. Interested agencies may send sealed bids in the manner specified in the tender document to the JOINT COMMISSIONER OF INCOME TAX, WARANGAL RANGE Aayakar Bhavan, Station Road, Warangal, Telangana on or before 10-08-2018 upto 4 PM. The tender documents may be obtained from the Office of the Joint Commissioner of Income Tax, Warangal or downloaded from the official website www.incometaxhyderabad.gov.in.

The nature of work is enclosed to this offer letter and the bidders may also visit the above premises to have fair idea of the nature of work to be completed.

The bids will be opened on 10-08-2018 at 5.00pm in the office of Jt. Commissioner of Income Tax, Aayakar Bhavan, Station Road, Warangal in the presence of representatives of the bidders if they make themselves available at that time.

(K. RANGA RAO, IRS)

Joint Commissioner of Income Tax,
Warangal range, Warangal

Copy to

1. Web administrator of www.incometaxhyderabad.gov.in with a request that the above notice and tender document is uploaded on the website of the Income-Tax Department
2. Notice board



SECTION - II
INVITATION TO BID

The Income Tax Office, Warangal on behalf of President of India invites sealed bids through Open tenders under two-bid system for undertaking the work of PARTITION USING ALUMINIUM FRAMES WITH PRELAMINATED PARTICLE BOARD IN INCOME TAX OFFICE BUILDING BEING HIRED AT 2nd & 3rd FLOOR OF MAYURI COMPLEX, HANMKONDA, WARANGAL.

Interested agencies may send sealed bids in the manner specified in the tender document to the JOINT COMMISSIONER OF INCOME TAX, WARANGAL RANGE Aayakar Bhavan, Station Road, Warangal, Telangana on or before **10-08-2018 upto 4.00 PM**. The tender documents may be obtained from the Office of the Joint Commissioner of Income Tax, Warangal or downloaded from the official website www.incometaxhyderabad.gov.in.

The nature of work is enclosed to this offer letter and the bidders may also visit the above premises to have fair idea of the nature of work to be completed.

The bids will be opened on **10-08-2018 at 5.00 pm** in the office of Jt. Commissioner of Income Tax, Aayakar Bhavan, Station Road, Warangal in the presence of representatives of the bidders if they make themselves available at that time.

Joint Commissioner of Income Tax,
Warangal Range, Warangal.

SECTION - III

INSTRUCTIONS TO THE BIDDERS

1. This Invitation for Bids is open to reputed interior designers/fixture experts having annual gross receipts in this line of business exceeding **Rs. 50 lakhs or more.**
2. Copies of valid Central /State sales tax registration certificate during the current financial year have to be submitted.
3. The Joint Commissioner of Income Tax, Warangal 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 a 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 bidders will be modified of the amendment which will be binding. The amendment will also be available in the department website.
7. In order to allow prospective bidders reasonable time within which to take the amendment into account
8. in preparing their bids, the Contractee, at its discretion may extend the deadline for the submission of bids.
9. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
10. 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 envelop duly sealed.
11. The Technical Bid by the bidder shall include the following:
 - (a) Details of each bidder including past experience
 - (b) Copy of the PAN card
 - (c) Copies of GST registration
 - (d) Details of support facilities to execute the order
 - (e) The details of warranty offered by the bidder if any
12. The Financial Bid shall comprise the price component indicating the unit price per Sq.foot 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 specified in Section -V of the

bid document and the bid will be evaluated on the basis of total price quoted.

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 nonresponsive.

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 items indicated in section-V and should be addressed to the JCIT, Warangal Range, Warangal. The bidders name, telephone number and complete mailing address should be indicated on the 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 dated 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 the bids 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 prepares; marked and dispatched in a sealed envelop. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids.

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 chose 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 who meet 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 16 (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.

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 awards 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" as used in this document shall mean the one who has signed the tender document forms. He may either the Principal Officer or the duly authorize representative, in which case, the bidder shall submit a certificate of authority. All certificates and document (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 whom 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 it award. No subcontracting, in any form will be permitted.

25. The courts of India at Hyderabad will have exclusive jurisdiction to determine any proceeding in relation 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 if the signatory to bind the bidder to the contract.

Read and accepted.

Name & signature with stamp (if any) of

Bidder or Authorized Signatory

SECTION - IV

TERMS AND CONDITIONS

1. No alterations 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. No bid will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so.
3. In the event if the 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.
4. 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.
5. The price quoted must be net price per UNIT inclusive of charges, rates and taxes.
6. The maximum period for complete and satisfactory performance of the contract, shall be 15 days from the date of award of contract for this purpose, the time limit of 15 days 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.
7. The work must be completed satisfactorily within the stipulated period, failing which the Contractee reserves the right to complete the work at contractor's risk provided that where the works were not done according to the stipulated technical specification in the contract and on account of 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.

8. All above conditions will be enforced, unless written order of contractee is obtained relaxing any specific condition in any specific instance.
9. 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.
10. The contract will last till the completion of work to the satisfaction of the Contractee. In the event of breach of agreement at any time on the part of the Contractor, the contract may be terminated summarily by the contractee without any compensation to the contractor.
11. 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.
12. The works to be done under this contract will be of the quality qyal and answerable in every respect of the specification given in the list accompanying the tender and approved by the Contractee. The Contractor shall be responsible for all the 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.
13. The Contractee or its nominee duly authorised in writing shall have the powers to inspect the items before, during or after manufacture, dispatch transit or arrival and to reject the same or any part of 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 contractor 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.

14. 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 deliverable will be subject to liquidated damages @ 2% per month or a 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 reasons 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 of the delayed works. The decision of the Contractee in this regard will be binding on the Contractor.
- b) On failure of the contractor 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. 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 of any obligations under this contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.

15. 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 plead ignorance as an excuse in case 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 contract or to evading any of his obligation under the contract.

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

17. In the event of the Contractor failing to fulfil 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 contract or 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 persons in the employment of the Contractee in any way relating to such officers or persons, office or employment or, if the supplier in any of his partner become insolvent or applies for relief as insolvent debtor commence any insolvency proceedings or makes any composition with his / their creditor 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 Contractor risk and at the absolute discretion of the Contractee, as regards the manner, place and time of such purchases, such supplies as have not be supplied or have been rejected under this agreement or are required subsequently by the purchaser, there under, in case 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.

18. 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 hereinafter 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 regards 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 WHEREOF the parties have hereto set their hands in the dated indicated below:

Signature

(Name and address)

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

SECTION-V

TECHNICAL SPECIFICATION OF THE WORKS

Sl.No.	General description of the item & nature of work	Specification	Rate per sft.
1	<p>Providing and fixing aluminium work for Partitions with extruded built up standard tubular sections of 1mm thick and other sections of approved make conforming to IS:733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / panelling, C.P.Brass/stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. For fixed portion, Powder coated aluminium (minimum thickness of powder coating 50 micron) and fixing 12mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS : 12823 Grade 1 Type II, in panelling fixed in aluminium doors, windows shutters and partition frames with C.P. brass/stainless steel screws etc. complete as per</p>	<p>Per Sq.ft (both sides of the panel to be indicated as one and not separate)</p>	

	architectural drawings and directions of engineer-in-charge. Pre-laminated particle board with decorative lamination on both sides and with flat glass panes of 5.50 mm thickness.		
II	For shutters of doors, including providing and fixing / pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber/neoprene gasket required. Powder coated aluminium (minimum thickness of powder coating 50 micron) and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS : 12823 Grade I Type II, in panelling fixed in aluminium doors, windows, shutters and partition frames with C.P. brass/stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge. Prelaminated particle board with decorative lamination on both sides. and with float glass panes of 5.50 mm thickness...	Per Sq.ft. inclusive of Hardware	

- 1) The designs of the floor plans of each floor is enclosed.
- 2) Nature of work – As per enclosure

SECTION – VI

TENDER FORM

TECHNICAL BID

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

To

**The Chairman
Local Purchase Committee
O/o Joint Commissioner of Income Tax,
Aayakar Bhavan, Station Road,
Warangal.**

Ref: Open Tender No.F.No.JCIT/Wgl/Bldg-Furnish/2018-19/1, dtd. 01.08.2018.

1. I/We hereby 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 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. The following have been added to form part of this tender (Refer para 11 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 the previous financial year.
 - C. Copy of PAN / GST Registration certificate.
 - D. Information regarding litigation, bankruptcy, insolvency or winding up etc. and if you have been black listed by any government bodies, please mention the same.
 - E. Details of abandoned/delayed work orders.
 - F. Details of order support facilities.

- G. Copy of the authorization / resolution authorizing the signatory to sign the bid document on behalf of the concern.
- H. The number of years for which the items are guaranteed against normal wear and tear.
- I. Any other relevant documents in support of the Bid (please give details)
- J. We undertake to execute all orders which have been placed to meet emergent requirement on priority basis.
- K. 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 invariable be duly attested by the person authorised to sign the bid document).

7. 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 the time of six weeks will begin with the communication of your acceptance of our bid.

Yours faithfully,

(signature of Bidder)

Dated: Address: Telephone

SECTION – VII

TENDER FORM

(FINANCIAL BID)

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

To

**The Chairman
Local Purchase Committee
O/o Joint Commissioner of Income Tax,
Aayakar Bhavan, Station Road,
Warangal.**

Ref: Open Tender No.F.No.JCIT/Wgl/Bldg-Furnish/2018-19/1, dtd. 01.08.2018.

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.	General description of the item & nature of work	Specification	Rate per sft.

TOTAL PRICE (in words)

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 30 days from the date of opening of the bid documents and 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 hereby undertake to supply the specified items.

7. Certified that the bidder is:

A. 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 invariable be duly attested by the person authorised to sign the bid document).

7. 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 the time of six weeks will begin with the communication of your acceptance of our bid.

Yours faithfully,

(signature of Bidder)

Dated:

Address:

Telephone