



भारत सरकार GOVERNMENT OF INDIA

कार्यालयप्रधान आयकर आयुक्त - 1, विशाखपट्टणम

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX - 1, VISAKHAPATNAM

चौथी मंजिल, आयकर भवन, डाबागार्डेंस

4TH FLOOR, AAYAKAR BHAVAN, DABAGARDENS,

विशाखपट्टणम VISAKHAPATNAM

दूरभाष Phone No.0891 - 2854731

No. Pr.CIT. / ASK/Tender/2016-17

Dt.10.02.2017

TENDER

INVITING BIDS FOR SETTING UP

AAYAKAR SEVA KENDRA (ASK)

Sealed tenders are invited from reputed parties / contractors for setting up of Aayakar Seva Kendra at Income-tax Office, Infinity towers, Visakhapatnam in Andhra Pradesh State. The tender document(s) should be submitted in sealed covers to the Income-tax Officer (HQ)-2, O/o The Pr. Commissioner of Income-tax-1, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020 on or before 05.00 PM on 20.02.2017. The details regarding terms and conditions and other documents can be obtained from the Administrative Officer, O/o. Pr. Commissioner of Income-tax-1, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020, during the office hours on any of the working days after paying nonrefundable tender fee each of Rs.1.000/- (Demand Draft in favour of Z.A.O., CBDT, Visakhapatnam payable at SBI, Venkateswara Mitta, Visakhapatnam. The date of opening the bid will be 21.02.2017.

Aayakar Seva Kendra is a single window concept to deliver all services mentioned in the 2010 Citizen's Charter of the Department including redressal of grievances. It has three different functional units i.e. (1) May I Help You for meeting the general enquiries of the tax payers, (2) "Collection Counters" for receipt of dak and paper returns and (3) "Facilitation Centre" for assisting the Tax payers about PAN Queries / providing return forms and other tax payer education literature and assistance of tax return preparers(TRPs).

The details can also be accessed on department's website www.incometaxindia.gov.in.



R.V. Ramana Murthy
R.V. Ramana Murthy, ITO(Hq-2)
for, Pr. Commissioner of Income-tax-1,
Visakhapatnam.

R.V.RAMANA MURTHY
Income Tax Officer (Hqrs-2)
O/o. Pr.CIT-1, VISAKHAPATNAM



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TERMS & CONDITIONS

As a part of the Govt. of India's e-governance initiative Aaykar Seva Kendra (ASK) is being created at Income-tax Office, Infinity towers, Visakhapatnam. The ASK shall be a computerized centre where facilities for filing of returns, applications and other correspondence, through the Income Tax Dept's software shall be available to tax payers. The designs of the centre to be established, work flow, branding, material to be used have been standardized. A comprehensive document in this regard is available with this office which can be inspected during office hours at the above address.

MODE OF SUBMISSION OF TENDER

1. The sealed bids shall be addressed to the Income-tax Officer(Hq)-2, O/o Pr.Commissioner of Income tax,-1, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam – 530020.
2. The bidders are required to submit duly filled Technical Bid and Financial Bid (Annexure — I & II), It should be written boldly on the top of the envelope(each separate envelope) as Technical Bid and Financial Bid. Both envelopes should be submitted in a single sealed cover duly addressed and subscribed with "Tender for Aayakar Seva Kendra, INFINITY TOWERS, VISAKHAPATNAM" —Technical / Financial Bid as the case may be. The bidder will be shortlisted on the basis of their competence after opening the Technical Bid.
3. Technical Bid :-
The technical bid should be as per Annexure I and should be supported by the documents indicated in the said Annexure.
4. Financial Bid :-
 - i The tender document, marked as Annexure II itself is a 'financial bid'.
 - ii The financial bid shall be given separately for civil work. interior and electrical work, furniture fixture and decorative items.



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iii. The financial bid should also include cost of shifting of offices in the space allocated to the ASK and other related work.

iv. The financial bid shall be evaluated on the basis of cumulative total of all four quotes and the lowest bid shall be eligible for allotment of work.

5. Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicant is selected on the basis of technical bid.

6. Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc.

7. The financial bid of only those bidders who are short listed on the basis of technical bid will be opened and the bid with lowest quotation amongst the open bids will normally be approved.

8. The last date of receipt of sealed tender is 20.02.2017 till 17:00 Hrs. The sealed tenders should be submitted to Income-tax Officer (HQ)-2, Pr. Commissioner of Income-tax-1, Visakhapatnam, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020 between 10.00 Hrs to 17.00 Hrs on all working days.

9. The tenders will be opened by the Tender Committee at 17.00 Hrs on 21.02.2017 in the 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020 in the presence of such bidders or their authorized representative duly authorized by the tenderer who are present at the time of opening of the tenders.

10. If, in case of unforeseen circumstances or administrative requirements, the applications cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date as would be notified to the tenderers.

11. Tenders submitted late will not be considered.

12. The tender details are also available at Notice Board, Aayakar Bhawan, Dabagardens, Visakhapatnam and website www.incometaxindia.gov.in.

13. This office reserves the right to postpone/and/or extend the date of receipt, opening of bids or to withdraw the same without assigning any reason thereof

14. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out. Initialing dating and rewriting In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

15. Rates/Quotations should be submitted and signed by the firm / agency with its current business address.



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O/o. Pr.CIT-1, VISAKHAPATNAM

16. The bidder shall sign and stamp each page of his bid document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same

17. The bidder must comply with the rates / quotations. specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the bidder in the rate / quotation and accepted by the department.

18. An Earnest Money Deposit (EMD) amounting to Rs.50,000/- (Rupees Fifty Thousand Only) per application in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of Z.A.O., CBDT, Visakhapatnam (payable at SBI, Venkateswara Mitta, Visakhapatnam) shall accompany the Technical bid. Technical bids without Earnest Money Deposit will be rejected, The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders who withdraws after being selected. No interest shall be paid on the Earnest Money Deposit.

19. The EMD of the successful bidder will be kept with the Department as Performance Security for the period of the one year from the date of completion of the work. The performance Security withheld shall be refunded to the contractor after a period of one year from the date of completion of the work. No interest shall be paid on the Performance Security Deposit.

20. For any clarification in the matter, prior appointment may be made with Shri R.V. Ramana Murthy, Income-tax Officer (HQ)-2, O/o. the Pr. Commissioner of Income-tax-I, Visakhapatnam, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020 at the office or on the telephone 0891-2854784.

The Scope of Work :-

(i) The recipient of contract is required to set up the ASK center as per specifications in the documents available with the Income-tax Officer (HQ)-2, O/o. the Pr. Commissioner of Income-tax-I, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020 . However, the exact use of space for creation of ASK can only be ascertained by site visit. The contract includes provision of computers including required software(with antivirus), printers, air conditioners, LCD, UPS with 5 hour back-up and other electrical items and equipments as per the specifications in the documents which will be provided on request.

(ii) The recipient of the contract will also be required to do other works arising out of shifting of office equipments/furniture in space allocated to the ASK The work shall be specified during physical inspection by the recipient.

(iii) The recipient shall carry out the work subject to approval by the Principal Commissioner of Income-tax-I, Visakhapatnam (Project Leader) or any other person nominated by him for the same.



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O/o. Pr. CIT-1 VISAKHAPATNAM

(iv) The material to be used shall be as per the specifications given in the document available with the Income-tax Officer (HQ)-2. O/o. the Pr. Commissioner of Income-tax-1, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020 The recipient shall design the ASK with respect to the space available, subject to the specifications mentioned in the document and get the design approved from the Pr. Commissioner of Income-tax--1, Visakhapatnam.

(v) The recipient shall complete the work of ASK within one month of receipt of work order.

Eligibility Criteria :-

(i) The applicant should be having experience of at least 10 years in design of commercial/office space (Preferably in setting up of ASK Centre) and supervision of the work as per design.

(ii) The applicant should have consultancy receipts from design and supervision of at least Rs. 25 lakhs for the last three Financial Years.

(iii) The applicant should be regularly assessed to Income-tax and also have registration under service tax.

(iv) The applicant should be able to give names of at least three clients of repute for judging the quality of work, if so required.

(v) The applicant should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi Government or local body or any other agencies at any point of timer.

A self certificate to this effect (on all the above points) should accompany the technical bid.



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Income Tax Officer (Hqrs-2)
O/o. Pr.CIT-1, VISAKHAPATNAM

ANNEXURE-1

1	Name of the Applicant/Bidder	
2	Complete address of the concern along with Tel.No. ,Fax No. and E-maid id	
3	Name & address of the proprietor/ partners and /or Directors of the concern with Tel. No.	
4	Details of contact pesons(s)	Tel. No.
a)		
b)		
c)		
5	A brief note on the background of the applicant including professional qualifications and experience in the field of designing and supervision of office / commercial projects (not be exceed 200 words)	
6	Permanent Account No.(PAN)	
7	Annual turnover during F.Y.2013-14, 2014-15,2015-16(copy of return of income filed along with P & L account, Balance Sheet ,etc. should be enclosed as evidence).	
8	List of three reputed clients with nature and value of job done.	
9	ST/VAT Registration Number	

TECHNICAL BID DOCUMENT

DECLARATION

I/ We herby certify that the information furnished above is full and correct to the best of my / our knowledge and belief. I / We understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Name and Signature of Authorised Signatory with date)



R.V. Ramana Murthy

R.V.RAMANA MURTHY
Income Tax Officer (Unit 2)

ANNEXURE - II

FINANCIAL BID DOCUMENT

- 1 Name of the Proprietor / Registered Firm
2. Address of the concern (With Tel.No., Fax & E-Mail)
3. Authorised contact person(s) (with mobile number)
4. Cumulative cost of the Project (i.e. aggregate of cost quoted for various works listed below)

[Note: All materials and equipments supplied must meet the standards including brand and quality specified in the STANDARD BRANCH LAY OUT AND SPECIFICATION BOOKLET FOR SEVOTTAM CENTRES which may be obtained from the Income-tax Officer (HQ)-2. O/o. The Pr. Commissioner of Income-tax-1, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam – 530020.

Sr. No.	Description	Amount (Rs.)
1.	Civil Work :	
2.	Electrical & Interior Work :	
3.	Furniture fixture & decorative : Items, including branding	
4.	Other costs (specify)	
	Total	_____



(Name and Signature of Authorised Signatory with date)

R.V. Ramana Murthy

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Income Tax Officer (Hqrs-2)
O/o. Pr.CIT-1, VISAKHAPATNAM

INSTRUCTION TO THE BIDDERS :-

1 The tender forms comprising Eligibility and qualification criteria and Financial bid, duly filed and complete in all respects, shall be submitted in single sealed cover to the Income tax Officer(HQ)-2, O/o The Pr. Commissioner of Income-tax-1, Visakhapatnam, 4th Floor, Aayakar Bhawan, Dabagardens, Visakhapatnam - 530020. The following information should be clearly indicated on the envelope.

- a. Closing Date of Tender.
- b. "Tender for Aayakar Seva Kendra, Infinity towers, Visakhapatnam" as the case may be.
- c. Name and Address, Contact number of the Firm.

2 Each page of the 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 to be submitted along with the bid form.

3. The prices and rates are to be written in both figures and words.

4. The rates should be inclusive of all taxes.

5. The bid may be rejected if it is not complete in any respect.

6. Furnishing of false, misleading, inaccurate information or particulars in the bid document or in any other manner shall lead to the disqualification of the bid and the bidder at any stage or time. It shall also lead to termination of the contract, if awarded.

7. The tender to whom the work is awarded would furnish name, address and contact number of a person with whom the Department/ Controlling officer will keep contact. with regard to services being provided by such applicant on day to day basis.

8. During the period of the execution of work, change in rates will not be entertained under any circumstances,

9. The Principal Commissioner of Income-tax-1, Visakhapatnam will have the final right to elect the suitable bidder most suited and responsive to its requirement,

Terms of Payment :-

No advance shall be paid on allotment of work. Payment for ASK shall be made only after satisfactory completion of at least the civil work involved. Further payment shall be made on completion of work of electrical & interior work. Final Payment shall be made on satisfactory completion of the entire work.

We agree to the above terms and conditions.

Signature with Date _____

Name of the Firm _____

Seal _____



R.V. Ramanamurthy

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Income Tax Officer (Hqrs-2)
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