



**TENDER
FOR PROVIDING VIDEO CAMERA(S)
ALONG WITH OPERATOR(S)
AT
AAYAKAR BHAVAN, BASHEERBAGH**

LAST DATE FOR SUBMISSION :: 10.07.2019 UP TO 5 P.M
OPENING OF TENDERS :: 11.07.2019 AT 11 A.M
**PLACE OF OPENING THE BIDS :: 10TH FLOOR, 'A' BLOCK,
I.T. TOWERS, AC GUARDS,
HYDERABAD.**

**O/o. The Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana,
10TH Floor, 'C' Block, Income Tax Towers,
AC Guards, Hyderabad.**

Telephone: 040-23425482 Fax: 040-23236778
Website: www.incometaxhyderabad.gov.in



**PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX,
ANDHRA PRADESH & TELANGANA
10TH FLOOR, 'C' BLOCK, INCOME TAX TOWERS,
AC GUARDS, HYDERABAD.**

Notice for Inviting Tenders

Tender Notification No	Videography/Welfare/2019-20
Tender notification Date	01.07.2019
Nature of Job	Video cameras along with operators for recording Departmental Examination session scheduled to be held at Aayakar Bhavan, Basheerbagh, Hyderabad.
Requirement	14 Video cameras per day along with operators for two sessions.
Period of contract	From 15.07.2019 to 20.07.2019 & 22.07.2019 to 25.07.2019 (TEN DAYS)
Tender Value	Service charge of one camera (including recording device, operator & applicable Tax) per day X 14 Nos X 10 Days
Last date for submission of Tender	10.07.2019
Tender Documents	Can be download from www.incometaxhyderabad.gov.in
EMD Amount	Rs.15,000/- (Rupees Fifteen Thousand Only)
Submission of tender documents	<i>Tender documents in sealed cover to be submitted in designated box kept at O/o Income Tax officer (Welfare), 10th floor D- Block, Income-tax Towers, Masab Tank, AC Guards, Hyderabad.</i>



Manas Ranjan Behera
(MANAS RANJAN BEHERA)
Income-tax Officer (Welfare)
O/o. Pr.CCIT, AP & TS, Hyderabad.



प्रधान मुख्य आयकर आयुक्त का कार्यालय
Office of the Principal Chief Commissioner of Income Tax,
आन्ध्र प्रदेश एवं तेलंगाना / Andhra Pradesh & Telangana,
10 वी मंजिल, 'डी' ब्लॉक, आयकर शिखर /10th Floor, 'D' Block, Income tax Towers,
एसीगार्ड्स, हैदराबाद / AC Guards, Hyderabad.
Ph.No. 040 23425482 :: Fax. No.040-23236778

**-: NOTICE FOR INVITING TENDER FOR PROVIDING VIDEO CAMERAS
ALONG WITH OPERATORS :-**

The Pr. Chief Commissioner of Income-tax, Andhra Pradesh & Telangana invites sealed tenders from reputed and experienced firms / companies / Individuals / Agencies for providing video camera having recording facilities along with operators for recording the Departmental Examination-2019 sessions to be conducted at the venue and time mentioned below:-

Recording Venue / Name of the Building
Aayakar Bhavan, Basheerbagh, Hyderabad at 1 st floor, 3 rd floor & 4 th floor

SCHEDULE FOR VIDEO RECORDING:

Sl No	Day/Date	1st session	2nd session
1.	Monday 15.07.2019	10:30 AM to 12:30 PM	2:30 PM to 5:30 PM
2.	Tuesday 16.07.2019	10:30 AM to 12:30 PM	2:30 PM to 4:30 PM
3.	Wednesday 17.07.2019	10:30 AM to 12:30 PM	2:30 PM to 4:30 PM
4.	Thursday 18.07.2019	10:30 AM to 12:30 PM	2:30 PM to 4:30 PM
5.	Friday 19.07.2019	10:30 AM to 12:30 PM	2:30 PM to 6.00 PM
6.	Saturday 20.07.2019	10:30 AM to 1:30 PM	2:30 PM to 6.00 PM
7.	Monday 22.07.2019	10:30 AM to 12:30 PM	2:30 PM to 4: 30 PM
8.	Tuesday 23.07.2019	10:30 AM to 1:00 PM	2:30 PM to 6.00 PM
9.	Thursday 25.07.2019	10:30 AM to 1:30 PM	

TENDER SCHEDULE :-

(i)	Last Date & time for submission of tender Bids.	10.07.2019 up to 5:00 P.M
(ii)	Date & time for opening of Bids	11.07.2019 at 11.00 A.M
(iii)	Place of Opening the Bids	10 th Floor, 'A' Block, I.T.Towers, A.C.Guards, Masab Tank, Hyd.

2. The tender documents along with instructions, terms and conditions can be downloaded from the website www.incometaxhyderabad.gov.in. The interested and eligible Companies /Firms / Individuals / Agencies may submit their tender document complete in all respects along with Earnest Money Deposit(EMD) of Rs.15,000/-(Rupees Fifteen thousand only) drawn in favour of the 'Zonal Accounts Officer, CBDT' payable at Hyderabad. The bids received after the given date and time shall not be entertained under any circumstances.

3. TERMS & CONDITIONS:-

a	The bidder should have experience of 3 years in video recording services.
b	The bidder should quote service charge of 14 camera with video recording facility along with operator to be used for 10 days and quoted price must include applicable statutory tax (if any).
c	The bidder should provide camera having HD video recording & wide angle facility along with operators for recording one examination session continuously for 3 hrs and 30 minutes.
d	The bidder should transfer the recording to the computer systems after the completion of every examination sessions and after conformation from appropriate authority the video should be deleted from video camera. After the completion of every examination session, the operator shall have to be present till transfer of recorded video from camera to the Computer system.
e	Examination will be conducted in morning and evening sessions as per the <u>schedule of video recording</u> .
f	EMD of Rs.15,000/- in the form of Demand Draft to be obtained in the name of ' <u>Zonal Accounts Officer, CBDT</u> ', Hyderabad.

4. EMD PAYMENT:-

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs.15,000/- (Rupees Fifteen Thousand only)** by way of demand drafts only. The demand drafts shall be drawn in favour of "Zonal Accounts Officer, CBDT, Hyderabad". The EMD of the successful bidder shall be adjusted along with final bill. The payment of service charge is subject to TDS and other applicable statutory provision.

5. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof once work order is issued. In case, the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited and suitable action may be initiated.

6. The EMD, in case of unsuccessful Bidders shall be retained till the finalization of the tender and no interest will be payable on the EMD.

7. The bid without EMD will be summarily rejected.

8. **DUTIES OF BIDDER:** The bidder will be held responsible for:

i	Deployment of competent and qualified operators as per the tender requirement maintained in notification Videography/Welfare/2019-20. Dated: 01.07.2019.
ii	Reporting of operating staff along with video camera 60 mins before commencement of examination each day each session.
iii	Circulation of recorded Video or part of it in public through electronic media or any other medium.

9. **LIABILITY OF BIDDER:**

The bidder will be held responsible for any breach of contract or violation in the terms and conditions of Tender Document. The penalty for violation in the terms and conditions of Tender Document will be decided by appropriate authority of the Income Tax Department.

10. **ENQUIRY REGARDING TENDER:**

For further clarification, interested bidders may contact the Income-tax Officer (Welfare)(HQrs), on or before 08.07.2019 at Room no-1041, 10th Floor, 'D' Block, Income-tax Towers, Hyderabad on any working day between 11.00 AM to 5.30 PM.

11. **CANCELLATION OF TENDERING PROCESS:**

The Commissioner of Income-tax (Admn & TPS), Hyderabad reserves the right to withdraw tender after floating it for public access or cancel the entire tendering process without assigning any reason thereof. In addition, the Commissioner of Income-tax (Admn & TPS) reserves the right to select or reject any bid without assigning any reason thereof.

12. SEQUENCING OF TENDER DOCUMENTS:

Tender documents shall be prepared in below mentioned order and shall be submitted in a sealed cover superscribed " **Tender Application for providing video cameras along with operators**". Documents shall be arranged in following orders:

S.L	Details of Documents	Enclosed or not
1	Details of Earnest Money Deposit (EMD)	
2	Affidavit on letter head or Judicial Stamp Paper for the Acceptance of Tender Terms & conditions	
3	Certificate for Ethical Practice.	
4	Signed & stamped copy of tender form i.e Form-I	
5	Work experience certificates for the last three years (Attach copies).	
6	Incorporation certificate of your firm (if any)	
7	Copy of PAN	
8	Copy of GST Registration	

All supporting documents for each of the above required to be self attested and submitted along with tender documents.

LAST DATE FOR SUBMISSION OF TENDER

Tender document, completed in all respect must be submitted *in box kept at O/o Income Tax officer (Welfare), 10th floor D- Block, Income-tax Towers, Masab Tank, AC Guards, Hyderabad* by 05.00 P.M of 10th July, 2019.




(MANAS RANJAN BEHERA)
Income-tax Officer (Welfare)
O/o. Pr.CCIT, AP & TS, Hyderabad.

FORM – I
FORMAT FOR BID
(Tender Reference No. Videography/Welfare/2019)

From:

Date.....

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To
The Commissioner of Income-tax (Admn & TPS)
10th Floor, 'C' Block, Income-tax Towers,
Masab Tank,
HYDERABAD -4.

S. No.	Particulars	Details to be filled in by the Bidder
1	Name of the Firm / Company/ Individual	
2	Regd. Office/ Business Address/ Contact number	
3	Date of incorporation of the Firm / Company. State whether it is a partnership / or proprietorship or others (specified)	
4	PAN	
6	Whether the firm is registered under GST ? (Attach copy of registration)	
7	Price of one camera with video recording facility along with operator per day (in rupees)	
8	Tender Value (including applicable statutory taxes)	Rs. Price of one camera (including operator & Tax) per day X 14 Nos camera X 10 Days = Rs.....
9	Details of Demand Draft	DD NO: Date: Amount: Name of the Bank:

DECLARATION

1. I/we agree that the decision of Income-tax Department , Hyderabad in selection of bidder will be final and binding to me/us.
2. I/we agree that we have no objection if inquiries are made about our works and experience, its related areas and any other inquiry regarding all contracts listed by us in the bid.
3. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of Income-tax Department, Hyderabad .
4. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place:
Date:

**(Name, Designation &
Signature with Seal
of the Company)**

FORM- II

CERTIFICATE OF ETHICAL PRACTICES

(This document need to be duly signed by the bidder and
Required to be submitted with Form-I)

1. I/We assure the Income-tax Department that neither I/We nor any of my /our workers will do any act/s, which is improper / illegal during the execution of the contract awarded to us.

2. Neither, I/We nor anybody on my/our behalf will indulge in any corrupt activities /practices in my/our dealing with the organization/institution.

3. I/We will have no conflict of interest in any of our work/contract at the institution.

Yours Faithfully,

Place:

Date:

(Signature of the bidder, Name,
Contact No with Official Sea