Tender For Setup of Aayakar Seva Kendra (ASK) at 60/61, Praptikar Sadan, Erandwane, 14, Income Tax Lane, Prabhat Road, Pune-411004.

Sealed tenders are invited for and on behalf of the President of India in two separate sealed envelopes containing Technical Bid and Financial Bid from reputed and bonafide Architects/Interior Designers for the Setup of Aaykar Seva Kendra (ASK) 61/62, Praptikar Sadan, Erandwane, 14, Income Tax Lane, Prabhat Road, Pune-411004, as per specifications and norms notified by the Director of Income-tax (O&MS), New Delhi.

The total area of the ASK is about 130 sq.mt. (about 1400 sq.ft.)

Intending Tenderers shall obtain the tender document from the ACIT (Admn), Range-7, Pune-411001, (Ph-020-25446624) or can be downloaded from the Department’s website www.incometaxindia.gov.in. The tender document can be obtained from the Income Tax office, on payment of non-refundable tender fee, Demand Draft of Rs. 1000/- favoring ZAO CBDT, Pune. In case the tender document is downloaded from the Department’s website, a non-refundable tender fee of Rs.1,000/- has to be paid at the time of submission of the duly filled tender application. Tender applications signed by intermediaries or brokers will not be entertained.

**LAST DATE FOR:**
A) Issue of tender forms : up to 22\(^{nd}\) OCT 2012 – till 5.00 pm
B) Submission of tender’s : up to 29\(^{th}\) Oct, 2012 before 1:00 pm
C) The date and time of opening : on 29\(^{th}\) Oct. 2012 at 3:30 pm
of the tender forms.

The income tax Department reserves the right to alter the scheduled given above at its discretion.

Sd/
(CHAINDIP SINGH)
Joint Commissioner of Income Tax
Range –7, Pune.
For Commissioner of Income Tax-IV, Pune
Instructions for Filling / Submitting Tenders

1. Sealed tenders are invited for and on behalf of the President of India in two separate sealed envelopes containing Technical Bid and Financial Bid from reputed and bona-fide Architects/Interior Designers for the Set-up of Aaykar Seva Kendra (ASK) at 61/62, Praptikar Sadan, Erandwane, 14, Income Tax Lane, Prabhat Road Pune-411004, as per specifications and norms notified by the Director of Income-tax (O&MS), New Delhi. The bidder shall submit his/her offer as detailed in the mode of submission of tender.

2. The Tenderer should study the tender documents carefully and understand the conditions, specifications etc. before quoting. If there are any doubts, he should obtain clarifications, but this shall not be a justification for late submission or extension of opening date/time of the tenders. The tender should be strictly in accordance with the requirement / specifications mentioned in the Tender Documents.

3. Eligibility Criteria :

   (i) The applicant tenderer should be having experience of at least 10 years in design of commercial /office works and supervision of the work as per design

   (ii) The applicant tenderer's annual turnover should not be less than Rs.1 Crore in the last three Financial Years.

   (iii) The applicant should be regularly assessed to Income-tax and also have registration under service tax, VAT/Work Contract 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 tenderer having experience of executing works in Central Govt. Departments shall be given preference.

   (vi) 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 time.

A self certificate to this effect (on all the above points) should accompany the technical bid.
4. The tender should be submitted in the prescribed tender format as detailed in the tender document and shall be accompanied with Security Deposit of Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of D. Draft drawn in the name of ZAO, CBDT, Pune.

5. All tenders and subsequent communications relating thereto, if any, should be submitted in cover (sealed) boldly supercribed on the outer cover, Tender Number, Closing Date/Time to be dropped in the tender box kept in the concerned authority’s office before closing date/time with the permission of the concerned authority.

6. The rates should be quoted in the same units as mentioned in tender schedule.

7. All entries in the Tender documents should be in ink/typed. Corrections, if any, made while filling the tender, must be attested by dated initials of the Tenderer. Over writing of figures shall not be permitted. Every page of the tender document shall be signed by the Tenderer or his authorized signatory at the end of last entry thereon.

8. The quoted rates shall be valid for a period of three months from the due date of opening of the tender. No upward revision of rates will be accepted after opening of the tender.

9. Canvassing in connection with tenders submitted by the Tenderers who resort to canvassing shall be liable to rejection.

10. Time is the essence of the contract. The ASK centre work needs to be competed in maximum 10 weeks time from date of start of work at site.

11. Tenders which do not fulfill all or any of the Conditions or are incomplete in any respect are liable to be rejected.

12. The acceptance of the Tender will rest with Income Tax Department, who do/does not bind themselves/himself the right to reject any or all the tenders received without assigning any reason or accept the whole or any part of the tender received and the Tenderer shall be bound to perform the same at the quoted rates. Similarly the Income Tax Dept. reserves the right to stop further work progress at site at any stage if the Dept. feels that the workmanship/materials of items is not satisfactory.

13. Incomplete tenders, conditional tenders, tenders received late or tenders not confirming to the Terms and Conditions prescribed in the Tender Documents will
be rejected. Income Tax Department reserves the right to reject any or all tenders without assigning any reason whatsoever and/or to carry out negotiations with the tenders in the manner considered suitable by the Income Tax Department.

14. The technical/commercial bids will be opened in the meeting convened by the Screening Committee for ASK. The bidders shall be informed in 1 working day's time of the final decision shall be binding on the finalized Tenderer and he/she needs to start the work at site in 3 days there on.

15. Tenderer may have to attend the concerned office of Income Tax Department for negotiations/clarifications required by the Dept. in respect of their quotations without any commitment on the part Income Tax Department. In case of negotiations, the tenderer should send the confirmation of such negotiations so as to reach Income Tax Department within 2 working days from the date of negotiations, failing which Income Tax Department reserves the right to ignore the quotation.

16. When the Party signing the tender is not the sole Proprietor the necessary Power of Attorney authorizing the party to act on behalf of the Proprietor or the Organization should be produced before signing the agreement.

17. Tenderer should specially note the following.

i. Rates quoted by the Tenderer shall be valid for a period of three months from the due date of opening of the tender.

ii No upward revision of rates will be accepted after opening the tender.

iii On completion of the Technical evaluation of all Tenderers, the price bid of only those bidders whose bids are technically acceptable will be opened

iv. The price Bid shall be unconditional. All conditional tenders shall be rejected.

18. Sales Tax/VAT, Excise Duty, work contract Tax, or any other Tax, levies, transport, loading etc. shall be deemed to have been included in the tender value and no extra payments shall be payable by the Income Tax Department.

19. All samples of material to be used shall be approved before execution.

20. No part of the said work shall be allowed to be sub-contract/sublet to another agency without the approval of Income Tax Department.

21. No advance payments shall be paid by the Income Tax Department bills of completed items only can be submitted after inspection of the work executed.
22. On completion of work at site, all debris to be cleared from site. No separate charges shall be paid for the same.

23. The Income Tax Department reserves the right to accept or reject any tender in whole or any part thereof without assigning any reason whatsoever.
TENDER DOCUMENT NO.:

OFFICE OF THE 
COMMISSIONER OF INCOME-TAX-IV,
PUNE

TECHNICAL BID

Tenders are invited for and on behalf of the President of India in two separate sealed envelopes containing Technical Bid and Financial Bid from reputed and bonafide Architects/Interior Designers for the Set-up of Aaykar Seva Kendra (ASK) 61/62, Praptikar Sadan, Erandwane, 14, Income Tax Lane, Prabhat Road, Pune-411004, as per specifications and norms notified by the Director of Income-tax (O&MS), New Delhi.
TECHNICAL BID
Terms and conditions for purchase of For the Set-up of
Aayakar Seva Kendra (ASK)

TERMS & CONDITIONS

1. The terms and conditions are forming a part of the tender to be submitted by
   the Tenderer to the Income Tax Department

2. Completed Tender documents received by the Income Tax Department after
due date and time i.e. – after 5 p.m. of ______________ shall be rejected.

3. All Tenderers are requested to submit the tender documents (TECHNICAL
   BID AND PRICE BID) duly filed in with the relevant documents/information at the
   following address:- Joint Commissioner of Income-Tax

   Range-7, Pune At Praptikar Sadan,
   60/61, Erandwane, 14- Income Tax Lane,
   Prabhat Road, Pune-411004

4. All columns of the tender documents must be duly filled in and no column
   should be kept blank. All the pages of the tender documents are to be signed by the
   authorized signatory of the Tenderers. Any over writing or use of white ink is to be
duly initialed by the Tenderer. The Income Tax Department reserves the right to
reject incomplete tenders.

5. There should not be any deviation in terms and conditions as have been
   stipulated in the tender documents. However, in the event of imposition of any other
   condition, which may lead to a deviation with respect to the terms and conditions as
   mentioned in the tender document, the vendor is required to attach a separate sheet
   marking “List of Deviations”. Also, all extra items as understood by the Tenderer are
to be quoted separately as Annexure-1

6. The tender shall submit tender documents in separate envelopes mentioning
   as ‘Technical Bid’ and ‘Price Bid’ and enclose both in one envelope super scribed as
   “Set-up of Aaykar Seva Kendra (ASK),
   Praptikar Sadan, Prabhat Road, Pune”.

7. The Technical Bids will be opened in the meeting convened by the
   Screening Committee for ASK. The bidders shall be informed in 1 working days time
   of the final decision of the Committee.

8. The short-listed Tenderers will be informed by the Income Tax Department
   for arranging site-inspection of the offered premises.

9. The Income Tax Department reserved the right to accept or reject any or all
   the tender without assigning any reason thereof.
## TECHNICAL BID DOCUMENT

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<tbody>
<tr>
<td>1.</td>
<td>Name of the Applicant/Bidder</td>
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<tr>
<td>2.</td>
<td>Complete address of the concern alongwith with Tel. No., Fax No. and e-mail id</td>
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<tr>
<td>3.</td>
<td>Name &amp; address of the proprietor/partners and/or Directors of the concern with Tel.No.</td>
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<tr>
<td>4.</td>
<td>Details of contact person(s)</td>
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<td></td>
<td>Name &amp; address of the person Tel. No.</td>
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<td></td>
<td>a)</td>
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<td>b)</td>
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<td>c)</td>
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<tr>
<td>5.</td>
<td>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 to exceed 200 words)</td>
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<td>6.</td>
<td>Annual turnover during the F.Y. 2008-09, 2009-10 &amp; 2010-11 (copy of return of income filed alongwith P &amp; L account, Balance Sheet, etc. should be enclosed as evidence).</td>
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<tr>
<td>7.</td>
<td>List of three reputed clients with nature and value of job done</td>
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<td>8.</td>
<td>Permanent Account No. (PAN)</td>
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<tr>
<td>9.</td>
<td>ST/VAT Registration Number</td>
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### DECLARATION

I/We hereby 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 Authorized Signatory with date)
FINANCIAL BID

Tenders are invited for and on behalf of the President of India in two separate sealed envelopes containing Technical Bid and Financial Bid from reputed and bonafide Architects/Interior Designers for the Set-up of Aaykar Seva Kendra (ASK) 61/62, Praptikar Sadan, 14,Income Tax Lane, Prabhat Road, Pune-411004, as per specifications and norms notified by the Director of Income-tax (O&MS), New Delhi.

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) Aggregate cost quoted bifurcated in :

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<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
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<td>A</td>
<td>CIVIL WORKS</td>
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<td>B</td>
<td>POP /GYPSUM WORKS</td>
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<td>CARPENTRY/WOOD WORKS</td>
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<td>ELECTRIC FIXTURES/FITTINGS</td>
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<td>M.S FABRICATION WORKS</td>
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<td>I</td>
<td>LANDSCAPE WORKS</td>
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TOTAL

(Name and Signature of Authorized Signatory with date )

Exact Details of items no. A to I listed in above table can be taken from the office of JOINT COMMISSIONER OF INCOME TAX-RANGE-7, or ACIT(Admin), circle-7, Pune