



**GOVERNMENT OF INDIA : MINISTRY OF FINANCE
INCOME TAX DEPARTMENT
OFFICE OF THE Pr. COMMISSIONER OF INCOME TAX : VU-1 : BURDWAN
AAYAKAR BHAWAN, FIRST FLOOR, COURT COMPOUND, BURDWAN-713101.**

No. PCIT/VU-1/BWN/P. Committee/SAP/2024-25/1

Date: 13/12/2024

NOTICE INVITING QUOTATIONS

Sealed quotations are invited on behalf of the Principal Commissioner of Income Tax, VU - 1, Burdwan from experienced and resourceful bidders for engagement of a gardener for improvement and maintenance of the garden within the perimeter of Aayakar Bhawan, Burdwan, Court Compound, Burdwan - 713101. The details of service to be rendered are as under:

TABLE - 1

Name of service	Quantity	Site details	Time Period for which the service is to be rendered	Base price as per rates of daily wages prescribed by Ministry of Labour & Employment, Gol
Engagement of gardener for improvement and maintenance of the garden at Income Tax Office, Burdwan(unskilled)	1 (one)	Aayakar Bhawan, Burdwan, Court Compound, Burdwan - 713101	12 months	Rs.452/- (including Variable Dearness Allowance)

Quotation papers in sealed cover should be submitted to the address given below within 01.00 PM on 27/12/2024.

**Deputy Commissioner of Income Tax (VU) - 1(2)(1), Burdwan
Secretary of Purchase Committee
Aayakar Bhawan, 1st Floor, Room No. 116,
Court Compound, Kacchari Road, Burdwan - 713101**

The details of time and date for submission of quotation and opening of the same are given in the table given below. Delayed submission of quotations shall lead to outright rejection. The undersigned will not be responsible for rejection of the quotation due to the delay in the postal/courier transit or any other reason. The sealed quotations will be opened as per schedule given below in presence of the bidders, who may wish to remain present. The time of opening quotations may be changed subject to presence of members of Purchase committee. Relevant document can be obtained from the Deputy Commissioner of Income Tax (VU) - 1, Burdwan on any working day.

TABLE - II

INFORMATION TO BIDDERS	
Last date and time of submission of quotation	26/12/2024 (02.00 PM)
Date and time of opening of Technical Bids	27/12/2024 (02.00 PM)
Date and time of opening of Financial Bids	03/01/2025 (02.00 PM)
NOTE: Technical Bid and financial Bid are to be submitted in two separate sealed envelopes and these two sealed envelopes are to be submitted together inside a bigger sealed envelope. Violation of this will be treated as disqualified.	

TERMS & CONDITIONS:-

The bid consists of two parts, viz., (i) Technical Bid and (ii) Financial Bid. The terms and conditions of these parts are as under:

(i) Technical Bid: Bidders must submit the self-attested photocopies of the following documents.

1. Valid trade license
2. PAN card
3. Aadhar card/Partnership Deed/Memorandum of Association
4. GST registration certificate, latest GST return, if any.
5. ESI certificate, PF certificate, if any.
6. Udyam Registration Certificate of Govt. Of India (MSME), if applicable.
7. Experience of similar services.

Original certificates or documents as mentioned above must be produced on demand.

(ii) Financial Bid:

1. Bidders are to quote the service charge as percentage of the base price mentioned in Table I.
2. Bidders shall also compute the total amount for 12 months considering the base price, service charge & applicable taxes and quote the same in absolute numeric values, both in figures and words. Overwriting in the rate quoted in word or figure shall lead to cancellation of the bid.
3. Rate offered by a bidder in the quotation shall be treated as final and subsequent negotiation for change in price shall not be allowed.

General terms & conditions;

1. Unless the Technical Bid is fulfilled, the Financial Bid will not be considered at all.
2. In case of bid emanating from cartelization of bidders, entire tender process will be cancelled.
3. Multiple bids (more than one bid by same bidder) and variable rates (different rates of same item by same bidder) shall be rejected outright.
4. No special preferences in respect of Earnest Money, Security Deposit etc. will be given to any co-operative society/Government owned company/Government

- undertaking/corporation etc. In other words, all participating bidders will be treated on equal basis only and no favourable/special consideration will be accorded to any bidder.
5. Bidder must submit sealed envelope clearly mentioning the title of the work "Engagement of gardener for improvement and maintenance of the garden at Income Tax Office, Burdwan" on top of the envelope.
 6. TDS and applicable Cess (if any) will be deducted as per existing rates of government.
 7. Site visit may be done by the bidders at their own cost.
 8. Successful Bidder will have to execute a formal agreement on a Non-Judicial Stamp paper within seven days from the receipt of "Letter of Acceptance" with the "Principal Commissioner of Income Tax, VU - 1, Burdwan" wherein description, specification of work and other mandatory conditions and issues will be detailed. Failure to execute the contract will lead to automatic cancellation of the same.
 9. The undersigned is not bound to accept the lowest bid and reserves the right to accept or reject any or all bids, as the case may be without assigning any reason whatsoever.
 10. Any bid received from a bidder without authentication or correction made in rate quoted in word or figure shall lead to cancellation of the bid.
 11. Application from bidders will be received without verification. The application of bidders will be verified after opening the quotations.
 12. Both Technical & Financial Bid will be opened in the presence of all the members of Purchase Committee and the interested bidders at the time and date mentioned above.
 13. For further information, the undersigned may be approached within 02.00PM to 04.00PM on any working day.

sd/-
(S, Paul)

DCIT (VU) - 1(2)(1) Burdwan
& Secretary of Purchase Committee

M.No. PCIT/VU-1/BWN/P. Committee/SAP/2024-25/2-4

Date: 13/12/2024

Copy forwarded for information:

1. PCIT (VU) - 1, Burdwan
2. ZAO, CBDT, Durgapur
3. Notice Board, Income Tax Officer, Burdwan


(S, Paul)

DCIT (VU) - 1(2)(1) Burdwan
& Secretary of Purchase Committee