



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

No.PCIT-VU/BWN/Cycle/Motorcycle Stand/2021-22/ 05

Date : 21.02.2022.

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited on behalf of the Principal Commissioner of Income Tax, ReFAC, VU, Burdwan from experienced and resourceful bidders for execution of construction works for “**Extension of Cycle/Motorcycle stand at Aayakar Bhawan, Court Compound, Burdwan**”. The details of the works/job is mentioned below in Annexure-A.

**Annexure-A**

Name of the work	Site details	Estimated Amount	Work completion period
“ <i>Extension of Cycle/Motorcycle stand at Aayakar Bhawan, Court Compound, Burdwan</i> ”. [Dimension 33m x 4m(approx.) ]	<i>Aayakar Bhawan Campus at Kachhari Road, Court Compound, Burdwan.</i>	Rs.9,43,290/-	within three weeks from work contract

Quotation papers in sealed cover will have to be submitted to the address given below, **within 01.00 PM on 28.02.2022.**

**Income Tax Officer, ReFAC, AU-1(4)(5), Kolkata.  
Secretary of Building Committee.  
Aayakar Bhawan, 1<sup>st</sup> Floor, Room No. 107,  
Court Compound, Kachhari 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 Building Committee. Relevant document can be obtained from the Income Tax Officer, ReFAC, AU-1(4)(5), Kolkata, station at Burdwan on any working day.

<b>Information to bidders</b>	
Copy of Plan, Estimate etc. can be obtained free of cost.	Upto 04.00 PM on 25.02.2022
Last Date and Time of submission of Quotation	28.02.2022 upto 01.00 PM
Date and Time of Opening of Technical Bids	28.02.2022 (at 03.00 PM)
Date and Time of Opening of Financial Bids	28.02.2022 (at 03.30 PM)
<b>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.</b>	

*Abhijit*

## Annexure-B

### Terms & Conditions : -

The bid consisting of two parts, viz.,(i) Technical Bid and (ii) Financial Bid with some general terms and conditions mentioned below :

#### (i) Technical Bid

1. Bidders must submit the self-attested photocopies of **all the following documents** :
  - (a) Evidence of past experience in works of Truss/Shed,
  - (b) Valid Trade Licence,
  - (c) PAN Card,
  - (d) Aadhar Card/Partnership Deed/Memorandum of Association,
  - (e) GST Registration Certificate,
  - (f) Current GST Return,
  - (g) Current Professional Tax Challan,
  - (h) ESI Certificate,
  - (i) PF Certificate with Last Return,
  - (j) Udyam Registration Certificate of Govt. of India(MSME).
2. Original certificates or documents as mentioned above must be produced on demand.
3. Security Deposit of Rs.20,000 (Rupees twenty thousand only)by Account Payee Demand Draft drawn in State Bank of India in favour of '*Principal Commissioner of Income Tax, ReFAC, VU, Burdwan*' payable at *State Bank of India, City Centre Branch, Durgapur.*

#### (ii) Financial Bid.

1. The bid should not exceed the estimated amount of Rs.9,43,290/-.
2. Quoted rate shall be inclusive of all charges including royalty, GST, tools charges, transportation, labour cess, labour charges, etc.
3. Bidders must quote rates in absolute numerical values (both in figures and words) against the estimated cost. Rate quoted in percentage term will be rejected. Overwriting in the rate quoted in word or figure shall lead to cancellation of the bid.
4. Rate offered by a bidder in the quotation shall be treated as final, and subsequent negotiation with that bidder 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 Cooperative Society/Government owned Company/Government Undertaking/ Corporation/ Engineering Cooperative etc. In other words, all participating Bidders will be treated on equal basis only and no favourable/special considerations will be accorded to any bidders.



5. Bidder must submit sealed envelope clearly mentioning the title of the work **“Extension of Cycle/Motorcycle stand at Aayakar Bhawan, Court Compound, 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. Erroneous or incomplete quotation will be summarily rejected without assigning any reason whatsoever.
9. Bidder(s) may be asked to submit rate analysis for items where the quoted rates are either too high or low than the estimated cost. Such bids may also be considered as null and void if there is a reason to believe that the Bidders have formed a cartel and rates have been manipulated, unbalanced or unreasonable.
10. 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, ReFAC, VU, Burdwan” wherein the description, specification, quantity, date of completion of work, other mandatory conditions and issues shall be detailed. Failure to execute the contract will lead to automatic cancellation of the bid.
11. 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.
12. Any bid received from the bidder without authentication of correction made in rate quoted in word or figure shall lead to cancellation of the bid.
13. Application of Bidders will be received without Verification. The application of bidders will be verified after opening the quotations.
14. Both Technical Bid and Financial Bid will be opened in presence of all the members of Building Committee and the interested bidders at the time and date mentioned above.
15. For further information, you may contact with the undersigned within 02.00 PM to 04.00 PM on any working day.



[Abhijit Mondal]

**Income Tax Officer, ReFAC, AU-1(4)(5), Kolkata  
& Secretary, Building Committee.**