



भारत सरकार / GOVERNMENT OF INDIA

वित्त मंत्रालय:राजस्व विभाग / MINISTRY OF FINANCE : DEPARTMENT OF REVENUE

प्रधान आयकर आयुक्त (आर.इ. एफ.एसी.) (सत्यापन एकक) -1 का कार्यालय, जोरहाट
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (ReFAC) (VU)-1, JORHAT

आयकर भवन, प्रथम महल, थाना रोड, जोरहाट - 785001/ Aayakar Bhawan, First Floor, Thana Road, Jorhat-785001.

NOTICE INVITING TENDER

Dated, Jorhat, the 23rd.Dec,2021.

Office of the Principal Commissioner of Income Tax(ReFAC)(VU)-1, Jorhat invites sealed tender/quotation from reputed Service Provider/Individuals/Firm having GeM, GST Registration, upto date Trade License, PAN and also having experience in the respective field for shifting of office furniture & office records (as detailed below) from Tarajan to Cholahdara and rearrangement in the new building at Jorhat. The details are given below:

| Sl.No. | Particulars | Qty. | Name of the office and Locations |
|--------|---------------------------------|----------|-------------------------------------------------------------------------------------------|
| 1. | Office Table | 62 Nos. | (a)O/O the Commissioner of Income Tax(Appels Unit)-1, Aayakar Bhawan, Thana Road, Jorhat. |
| 2. | Office chairs & visitors chairs | 108 Nos. | |
| 3. | Almirah | 48 Nos. | |
| 4. | Racks | 66 Nos. | (b)o/o the Addl./Joint Commissioner of Income Tax(ReFAC)(VU)-1(2), Tarajan, Jorhat. |
| 5. | Sofa Set | 4 Nos. | (c)o/o the Addl./Joint Commissioner of Income Tax,Range Jorhat, Tarajan, Jorhat. |
| 6. | Single Bed | 4 Nos. | |
| 7. | Dinig Table | 1 No. | |
| 8. | Conference Table | 1 No. | |
| 9. | Office Records | | |

General Terms & Conditions :

1. The tender documents can be downloaded from the departmental website(w.w.w.incometaxindia.gov.in).
2. The rates quoted should be as per **ANNEXURE B**.
3. The sealed tenders is invited in Two parts i.e. (i) Technical/Qualifying Bid and (ii) Financial Bid. The Technical Bid should be kept in a separate sealed cover supercribed "Technical Bid for shifting of office Furniture & office Records". Similarly, the Financial Bid document should be kept in another separate cover supercribing "Financial Bid for shifting of office Furniture & office Records". And both the two bids covers should be kept in a single cover and must be submitted to the Principal Commissioner of Income Tax(ReFAC)(VU)-1, Jorhat by 12:00 Noon on or before 12th.January,2022 in an envelope supercribed "TENDER FOR SHIFTING OF OFFICE FURNITURE & OFFICE RECORDS".
4. The Technical Bid will be opened on 12.01.2022 at 3:00 PM in the office chamber of Additional/Joint Commissioner of Income Tax, Range Jorhat, Tarajan, Jorhat in presence of bidders who may wish to be present.
5. The Financial Bids of only those bidders would be opened whose Technical Bids are found in order and accepted.
6. In the Financial Bid, the bidder should offer their price as per **Annexure B** with seal/signature and to be kept in a separate envelope, superscribed **FINANCIAL BID**.

.....contd.....2/.....

7. The Technical Bid/Qualifying Bid envelope, the bidder should filled up **Annexure A** and submit the following self sttested documents.

- (viii) Copy of uptodate Trade License.
- (ix) Copy of PAN
- (x) Copy of GST Registration.
- (xi) Copy of GST Return paid upto Nov,2021.
- (xii) Upto date Copy of Income Tax Return for last 3 years upto A.Y. 2020-21 with P/L a/c., Balance Sheet etc.
- (xiii) Experience : Copy of order in the same category from the respective Deptt./Organisation. Working experience in the Income Tax Deptt. will be preferred.
- (xiv) EMD amount of Rs.10,000/- in favour of Zonal Accounts Office, CBDT, Guwahati in the form of Demand Draft.

The approved L-1 party is responsible for shifting, carrying, loading & rearrangement. If any damage, lost, crack of office furniture or records occurs during shifting the party shall liable to pay compensation as decided by the department.

The bidder shall be allowed to inspect the site and volume of works at any time within the office hours, prior to submission of bids. No escalation of rate after opening of tender.

The charges to be quoted by the bidder include labour, transportation, rope, gunny beg, cartoon and rearrangement etc. and the bidder shall not be entitled to claim any other charges in any form.

The successful bidder should complete the work within 7(seven) days from the date which work order is given.

If approved party fails to execute the work within specified date, its earnest money will be forfeited and department has right to cancel the order and right to choose 2nd option.

The Pr. Commissioner of Income Tax(ReFAC)(VU)-1, Jorhat, reserves the right to accept any in full or in part or reject any or all the bids/quotations without assigning any reason thereof and no correspondences in this respect will be entertained.

If, for any reason, the office remains closed on the date of opening as stated above, the Tender will automatically be opened on the next working day without any charges in the timing and vanue.

(S. S. Nandy)

Income Tax Officer(Hqrs.),

For Pr. Commissioner of Income Tax(ReFAC)(VU)-1,

Jorhat (मुख्या)

आयकर (मुख्या)

प्रधान आयकर आयुक्त (आर.इ.एन.ए.सी)

(स.ए.)-1 का कार्यालय, जे.डी.ओ. Date: 23.12.2021.

F.No. Building/Pr.CIT(ReFAC)(VU)-1/JHT/2021-22/ 1631

II) Web Manager.

ANNEXURE-A

| Sl.No. | Information required | Details |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Name of the Firm/Individual/Service Provider | |
| 2. | Address of the Firm/Individual/Service Provider | |
| 3. | Mobile No. | |
| 4. | E-mail address | |
| 5. | Whether Firm/Individual/Service Provider is GeM Registered ? | YES NO |
| 6. | Copy of PAN Card (to be attached) | |
| 7. | GST Registration (Copy to be attached) | |
| 8. | Upto date Copy of GST Return upto Nov,2021 (to be attached) | |
| 9. | Upto date (A.Y. 2020-21) Copy of Income Tax Return for last 3 years with P/L a/c., Balance Sheet etc.(to be enclosed). | |
| 10. | Experience (Copy to be attached)for shifting of office furniture & records | |
| 11. | EMD details | |
| 12. | Bidder's Bank details | |

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/we further certify that I shall abide by the provisions of the Govt. Act. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

Seal & Signature

FINANCIAL BID

| | | | | |
|----|-----------------------------------------------------------------------------------------------------------------|-------------|------------|--------------|
| 1. | Name of the Firm/Individual/Service Provider | | | |
| 2. | Address of the Firm/Individual/Service Provider | | | |
| 3. | Mobile No. | | | |
| 4. | E-mail address | | | |
| 5. | Rate for the entire works including labour, transportation, rope, gunny beg, cartoon, and rearrangement. | Rate | GST | Total |
| | | | | |

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/we further certify that I shall abide by the provisions of the Govt. Act. In case any deviation/discrepancy is found in the above statement at any stage, the contract will be terminated immediately and the concern will be blacklisted.

Seal & Signature