



फोन: / Tel. : 23411052

फैक्स / Fax : 23414101

आयकर निदेशालय

(जन सम्पर्क, प्रकाशन व प्रचार)

DIRECTORATE OF INCOME TAX

(PUBLIC RELATIONS, PUBLICATIONS & PUBLICITY)

छठी मंजिल, मयूर भवन, कनॉट सर्कस, नई दिल्ली-110 001

6 FLOOR, MAYUR BHAWAN, CONNAUGHT CIRCUS, NEW DELHI-110001

FNo. D-24/PR, P&P/Fire Safety /2023-24/ 38

Dated: 25.04.2023

NOTICE FOR INVITING BIDS REGARDING REMOVING SAFELY OF OLD GLASS DOORS WITH WOODEN PANEL AND INSTALLATION OF BIS CERTIFIED "2 HOUR FIRE RATED GLAZED GLASS DOORS" AT 6TH FLOOR, MAYUR BHAWAN, NEW DELHI


Sealed Quotations are invited from Agencies/Vendors/Contractors with regard to Installation of BIS Certified **two** "2 HOUR FIRE RATED GLAZED GLASS DOORS" on exit gates towards lift lobbies in the office of Directorate of Income Tax (PR, P&P), 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-01.

The Agencies/Vendors/Contractors engaged in this type of work are advised to visit the site for inspection on 27.04.2023 and 28.04.2023 till 3:00 p.m. in the Directorate (PR, P&P) at 6th Floor, Mayur Bhawan, New Delhi. Pre-bid meeting is scheduled to be held in the Library Hall, 6th Floor on 01.05.2023 at 11:45 a.m.

The bidder should submit their sealed bids alongwith duly filled in "Annexure-1" and "Annexure-2" in Room No. 601, 6th Floor, Mayur Bhawan, New Delhi as per the terms and condition mentioned in Annexure-'A' To C .

The last date for submission of sealed bids will be 16.05.2023 till 03:00 P.M. The quotations received will be opened in the presence of Tender/Local Purchase Committee Members on 17.05.2023 at 3.:00 p.m. in Library Hall, Directorate of Income Tax (PR, P&P), 6th Floor, Mayur Bhawan, New Delhi.

The Representative of bidders may attend the Bid opening process on 17.05.2023 at 3:00 p.m. in the Directorate of Income Tax (PR, P&P), at Library Hall, 6th Floor, Mayur Bhawan, New Delhi.


Prakash Ram Arya
ITO/DDO

Annexure: A

GENERAL GUIDELINES FOR TENDERERS/BIDDERS

1. The contractor who is making bid in this tender shall themselves well versed with the sites condition.
2. The scope of work includes masonry work , fabrication, fixing of '2 Hours Fire Rated double leaf Glass Glazed doors' on both exit gates of 6th floor, Mayur Bhawan, New Delhi with all accessories, Removal of existing door structure and Removing Safely the same, any civil work consequent to Removing Safely of existing door/gate structure, painting etc.
3. The agency/contractor should be well versed with all the activity and should have specialized team of workers for the same.
4. The bidders/tenderers are advised to inspect and examine the site its surroundings and satisfy themselves before submitting their tenders as to the nature of constitution already existing(so far as in practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
5. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
6. The tenderer shall be responsible for arranging and maintaining at its own cost all materials, tools and plants, facilities for workers and all other services required for the execution of the work unless otherwise specifically provided for in the contract documents.
7. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which the door fixing and allied works incidental to the work of fixing BIS Certified "2 hour Fire Rated Glass Glazed Doors" etc.
8. The tenderer must also study the neighborhood, rules and regulations for building as well as the area where it is situate. In case of items not covered by the above specification the work should carried out as per the direction of Officer-in – Charge.
9. All repairs and patch work shall be neatly carried out to match with the

original finish and to the entire satisfaction of officer-in-charge.

10. The Agency /contractor has to make his own arrangement at his own cost for all the general and special T & P. themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.

11. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.



**OFFICE OF THE
ADDITIONAL DIRECTOR GENERAL (PR, P&P)
6TH FLOOR, MAYUR BHAWAN, NEW DELHI-110001**

Phone No.(011)2341433

E-mail:.ddo.cit.prppol@incometax.gov.in

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF BIS CERTIFIED "2 Hour Fire Rated Glass Doors SYSTEM WITH DOOR FRAME & SHUTTER WITH ALL NECESSARY HARDWARE FITTINGS AND ACCESSORIES TWO GATE TOWARDS LIFT LOBBY REMOVING SAFELY OF OLD ORDINARY GLASS DOORS FIXED ON WOODEN PANNEL AND OTHER CIVIL REPAIR WORK ETC. AT 6TH FLOOR, MAYUR BHAWAN, NEW DELHI-110001

Last Date of Submission (Due Date) : 16.05.2023 (UPTO 3:00 p.m.)

RELEVANT INFORMATION

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| 1. | NAME OF WORK | SUPPLY AND INSTALLATION OF 2 HOUR FIRE RATED GLAZED GLASS DOORS SYSTEM WITH DOOR FRAME & SHUTTER WITH ALL NECESSARY HARDWARE FITTINGS AND ACCESSORIES OF TWO EXIT GATES TOWARD LIFT LOBBIES AND REMOVING SAFELY OF OLD ORDINARY GLASS DOORS FIXED ON WOODEN PANNEL AND OTHER CIVIL REPAIR WORK ETC. AT 6 TH FLOOR, MAYUR BHAWAN, NEW DELHI-110001 |
| 2. | COMPLETION OF WORK | 30(Thirty) days from the date of issue of work order. |
| 3. | EARNEST MONEY DEPOSIT (EMD) | Rs. 20,000/- (Rupees twenty thousand). Bids without EMD will be summarily rejected. The EMD shall be paid in the form of Demand Draft (DD) in favour of ZAO, CBDT, New Delhi. Payable at Delhi |
| 4. | SECUTIRY DEPOSIT (SD) | 10% of Work Order as below: The Interest Free Security Deposit shall be paid in the form of Demand Draft (DD) in favour of ZAO, CBDT, New Delhi, Payable at Delhi. |
| 5. | DATE & TIME FOR INSPECTION OF SITE | 27.04.2023 & 28.04.2023 upto 3:30 P.M. |
| 6. | PRE-BID MEETING | 01.05.2023 at 11:45 a.m. |
| 7. | LAST DATE & TIME OF SUBMISSION OF TENDER | 16.05.2023 upto 3.00 p.m. |
| 8. | DATE & TIME OF OPENING OF TENDER-technical and Financial Bids | 17.05.2023 at 3:00 p.m. |

NOTICE INVITING TENDER

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| 1. | <u>SCOPE OF WORK :</u> | Supply and installation of "2 Hour Fire Rated Glazed Glass Doors system with door frame & shutter with all necessary hardware fittings and accessories and Removing Safely the existing glass doors fixed on wooden panels and all civil works incidental to installation and Removing Safely of old ordinary glass doors fixed on wooden panel and other civil repair work etc. at <u>6th Floor, Mayur Bhawan, New Delhi-110001</u> |
| 2. | <u>INVITATION:</u> | Sealed Tenders, in Two bid system, are invited by the ADG (PR,P&P), New Delhi from reputed agencies/ contractors with sound technical and financial capabilities and having experience in similar works for installing the "2 Hour Fire rated doors system with door frame & shutter with all necessary hardware fittings and accessories and Removing Safely the existing glass doors fixed on wooden panels and all civil works incidental to installation and Removing Safely of old ordinary glass doors fixed on wooden panel and other civil repair work etc. at <u>6th Floor, Mayur Bhawan, New Delhi-110001</u> |
| 3. | <u>INVITATION:</u> | Each agency/contractor must submit the tender <u>in sealed envelope consisting of full set of documents, duly filled up and signed and drop the same in the tender box placed in Room No-601 on 6rd floor at Mayur Bhawan, New Delhi, as per time schedule mentioned in Pt. – 7 of P – 4 of this document.</u> |

Annexure: B

INSTRUCTIONS TO TENDERERS

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| 1 | <u>TWO BID SYSTEM:</u> | <p>Tenderers are instructed to submit their tender as follows:</p> <p>1. Technical Bid: Detail of the firm/company with the address, phone and name of one responsible person who will look after this work and his mobile no. valid/ current trade license, I.T. clearance certificate, and all documents and credential as per format of technical bid as enclosed and along with EMD and cost of tender. If the contractor/agency furnishes any false information, the bid will be summarily rejected and EMD will be forfeited. ALL THE ABOVE TO BE PUT IN ONE SEALED ENVELOPE (MARKED A) AND NAMED 'TECHNICAL BID' (Annexure - III).</p> <p>2. Financial/Price Bid : Shall contain the tender documents duly signed and stamped on all pages as acceptance of all terms and conditions. Rates, amounts and total to be filled up in the schedule of works. (Rates to be filled in figures and words). ALL THE ABOVE TO BE PUT IN ONE SEALED ENVELOPE (MARKED B) AND NAMED 'PRICE BID'. Financial/Price bid will be opened only for the bidder whose Technical bids have been found to be acceptable on the same day (17.05.2023) just after completing the process of opening of technical bid. (Annexure-IV)</p> <p>3. ENVELOPES 'A' AND 'B' TO BE PUT INSIDE ANOTHER BIG ENVELOPE AND SEALED AND ADDRESSED To The Addl. Director General (PR, P&P), 6th Floor, Mayur Bhawan, New Delhi-110001. With tender No. and date.</p> |
| 2. | <u>LATE SUBMISSION of BIDS</u> | Late submission OF BIDS due to any reason will not Be accepted. |
| 3 | <u>REJECTION OF TENDER INTECHNICAL BID</u> | Employer reserves the right to reject any tender which does not qualify, in his opinion, in the Technical bid or which be incomplete or conditional, without E.M.D or unsigned and |

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| | | unstamped and/or with over writing or without tender fees. And in such case(s) their Financial /price bid(s) will not be opened. If the contractor furnishes any false information, the bid will be summarily rejected and EMD will be forfeited. |
| 4 | <u>ELIGIBILITY OF BIDDER:</u> | <p>1. The Agency /contractor should be a registered business entity in the field of printing, designing, publishing etc. and should possess experience of work of similar nature as per requirement of this Tender, for at least last 3 years.</p> <p>2. The agency should be an Income tax assessee & is required to submit duly filled Annexure-1 along with copies of ITR & Final Accounts of A.Y.2019-20, 2020-21 & 2021-22 in technical bid envelop.</p> <p>3. The agency should submit copies of at least 3 major work orders received by it during the last three years from reputed public or private agencies for fixing /installing "2 Hour Fire rated glazed glass doors.</p> |

Annexure: C

TERMS & CONDITIONS OF TENDER NOTICE

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| 1 | <u>EMPLOYER:</u> | The term employer shall mean Directorate of Income Tax (PR, P&P), 6 th Floor, Mayur Bhawan, New Delhi and its designated members/Officials. |
| 2 | <u>CONTRACTOR:</u> | The term contractor shall mean the person firm or company who shall be awarded the work. |
| 3 | <u>SCOPE OF WORK:</u> | SUPPLY AND INSTALLATION OF 2 HOUR FIRE RATED GLASS GLAZED DOORS SYSTEM WITH DOOR FRAME & SHUTTER WITH ALL NECESSARY HARDWARE FITTINGS AND ACCESSORIES OF TWO EXIT GATES TOWARD LIFT LOBBIES AND REMOVING SAFELY SAFELY SAFELY OF OLD ORDINARY GLASS DOORS FIXED ON WOODEN PANNEL AND OTHER CIVIL REPAIR WORK ETC. AT 6TH FLOOR, MAYUR BHAWAN, NEW DELHI-110001 |
| 4 | <u>TIME OF COMPLETION</u> | 30 (Thirty) days from the date of issue of work order. |
| 5 | <u>EARNEST MONEY DEPOSIT (EMD):</u> | 20,000/- (Rupees Twenty thousand only) to be deposited in the form of Demand draft in favour of ZAO, CBDT payable at Delhi. EMD of successful bidder will be converted as part of Security Deposit. EMD of unsuccessful bidder will be released within one month of award of contract without any interest. |
| 6 | <u>SECURITY DEPOSIT (SD) :</u> | Security deposit @ 7% of work order value will be deducted as below: (a) 2% EMD of successful bidder will be converted to SD (b) Balance SD to be recovered from Bill. (c) SD shall be released after the expiry of the defect liability period of 12 (Twelve) months from the date of completion in all respects. |
| 7 | <u>DEFECT LIABILITY PERIOD</u> | 12 (Twelve) calendar months from the date of certified completion in all respects. During this period the contractor shall remain liable to rectify, replace, change any & all fittings finishes as may be, in the opinion of the Employer. If however the contractor fails to do the same within 15 days , the employer reserves the full rights of getting the said rectification / replacement done through any other agency at the cost & the risk of the contractor & the |

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| | | cost to be adjusted from the Security Deposit. |
| 8 | <u>LIQUIDATED DAMAGES:</u> | Unless by force majeure like earth quake, fire, riot, floods, war and such other incidents which are beyond the control of the contractor/agency, if the work is delayed beyond schedule completion time the contractor shall be penalized @ Rs 5,000/- per week or part thereof, subject to a maximum of Rs.20,000/-.This amount shall be realized from bill. |
| 9 | <u>RATES:</u> | The contractor is advised to visit the site of the work to understand the nature of the work & difficulties, and any local condition that may affect his rates, before quoting. Rates must be quoted in figures & words. The quoted rates should include all taxes, levies, insurance premium & other expenses.(i.e, inclusive all) but service tax will be exclusive. |
| 10 | <u>MEASUREMENT:</u> | The measurement will be done as per the prevailing norms of practice. Payments will be done on the actual site measurements taken as per quoted rates. Defective & incorrect work shall not be measured. |
| 11 | <u>AGREEMENT:</u> | The Contractor has to execute an agreement in a non-judicial stamp paper of Rs.100/-within 1 week of the work order, and submit the same in original to the employer. The draft of the agreement will be provided to the contractor along with the work order. |
| 12 | <u>SUPERVISOR:</u> | The contractor shall depute a competent & qualified supervisor at all times to the site to supervise the work at all levels. Any written instruction given to the supervisor shall be deemed to be the instruction to the contractor. |
| 13 | <u>SUB-CONTRACT</u> | The contractor shall not sublet or employ any sub-contractor to execute any part of the work, unless the item of work requires specialized skill, and that must be with the approval of Employer. |
| 14 | <u>CORRECTION/RECTIFICATION WORK:</u> | If any work is found to be defective or not compliance with the drawings/specifications, the same shall be demolished / replaced/rectified as per the direction of the Competent Authority at the cost of the contractor. No payment for such work will be made. |
| 15 | <u>STACKING STORAGE & SECURITY OF MATERIAL :</u> | The Contractor shall stack & store all his materials, tools, tackles & machinery in a specified area. He will be responsible for the security of the same & will also ensure that his materials are not littered around in different places at any time |

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| 16 | USING OF LOWER FLOORS AS PASSAGE: | The contractor may use the stair case(s) from lower floor for lifting of materials, provided that the stair & passage etc. are cleaned every day after use. If any damage is found that should be immediately repaired by the Contractor at his cost. |
| 17 | VIRTUAL COMPLETION & HANDING OVER: | After completion of all the work the contractor will clean the site, clear all debris & then make a completion letter to the architect. Only in the event that the Architect is satisfied with the completion of all the works & cleaning of the site, the work will be deemed to be virtually completed. |
| 18 | ACCEPTENCE OF TENDER | The employer reserves the right to accept or reject any or all the tenders without assigning any reason. Also the employer is not bound to accept the lowest tender offer. |
| 19 | QUANTITY: | The quantity specified in the schedule are approximate & may vary up to 10%, moreover the employer reserves the right to reduce or cancel any item of work & also to introduce new items of work as per the advice of the Architect. Rates of new items of work will be as per cost analysis by the competent authority. |
| 20 | PAYMENT | The contractor shall submit full and final bill of the work done for checking & certification to the Tender Committee/JDIT(Admn.). After receiving the bills, duly certified by the Architect, payment will be made within 10 working days. All deductions like TDS, STDS, etc. will be applicable. Service Tax at applicable rate will be paid extra. |
| 21 | WORKING HOUR | Work may be carried out during all weekdays & holidays (except National Holidays). Between 7 a.m & 7 p.m. If works need to be carried out after 7 p.m necessary permissions from the employer and all concerned authorities will be taken in advance. |
| 22 | ADVANCE: | No mobilization advance or any other advance will be paid. Only works executed and the accepted will be measured and paid for. |
| 23 | DISPUTE & DIFFERENCE | In case there be any dispute regarding the work, this tender notice, drawings & instructions, measurement & payment, the decision of an independent arbitrator appointed by Client/employer & Contractor will be final and binding upon all parties. In all matters and disputes arising hereunder, the appropriate courts in Delhi |

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| | | alone shall have jurisdiction to entertain and try them under Indian Law |
| 24 | COMMENCEMENT OF WORK | Within 10 days from the date of receipt of work order. If the contractor fails to start the work within the stipulated time of 10 days from receipt of the work order, the employer will be at liberty to cancel the work order and forfeit the EMD. Work will be awarded to the next lowest bidder. However the contractor will have all liberty to intimate the employer in advance of any such delay in starting the work due to valid reasons. |
| 25 | VALIDITY OF QUOTATION | The price quoted by the contractor will remain valid for the entire tenure of the work until completion, if the work order is issued within 2 (two) months from the date of submission |

O/o The ADG(PR,P&P), New Delhi

Annexure – 1

TECHNICAL BID

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF BIS CERTIFIED "2 Hour Fire Rated Glass Doors SYSTEM WITH DOOR FRAME & SHUTTER WITH ALL NECESSARY HARDWARE FITTINGS AND ACCESSORIES TWO GATE TOWARDS LIFT LOBBY REMOVING SAFELY OF OLD ORDINARY GLASS DOORS FIXED ON WOODEN PANNEL AND OTHER CIVIL REPAIR WORK ETC. AT 6TH FLOOR, MAYUR BHAWAN, NEW DELHI-110001

| S.No. | PARTICULARS | |
|-------|--|-------------|
| 1 | Name of the bidding Agency : | |
| 2 | Address of the bidding Agency: | |
| 3 | Registration No. of the bidding agency: | |
| | Details of person authorized by the Agency in matters of this Tender | |
| | Name | |
| 4 | Designation in the Agency: | |
| | Mobile number: | Fax number: |
| | Email : | |
| 5 | Permanent Account Number of Agency*(copy of card attached) : | |
| 6 | GST Registration Number of Agency *(copy of certificate attached): | |
| 7 | Experience of 3 years in printing/ preparation of similar work as mentioned in tender notice. | Yes/No |
| 8 | *Certified copies of ITR, P&L A/c, Balance Sheet for A.Y. 2019-20, 2020-21 & 2021-22 (attached) | Yes/No |
| 9 | Total Annual Turnover for A.Y. 2019-20 : Total Annual Turnover for A.Y. 2020-21 : Total Annual Turnover for A.Y. 2021-22 : | |
| 10 | Bank Name : Bank Draft No. for EMD submitted by the bidder *(EMD enclosed) : | |
| 11 | Whether Agency has been blacklisted by any of the Department /Organisations*(Undertaking on letter-head of the bidder Agency attached) | Yes/No |

*Please note that if any of the above mentioned documents is not found enclosed with this Annexure, the Technical Bid shall be summarily rejected.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that if the above particulars are found to be false at any stage, I/We will be blacklisted with public notification. I/we have at least three years' experience in the field of book publication and have a dedicated pre-press infrastructure in place as per Terms and Condition of this Tender. My Agency shall abide by all the Terms and Condition of this Tender document.

Signature of the Tenderer _____

Place: New Delhi

Name of the Signatory _____

Date: / /2023

Name of the Agency _____

Seal of the Agency

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF BIS CERTIFIED "2 Hour Fire Rated Glass Doors SYSTEM WITH DOOR FRAME & SHUTTER WITH ALL NECESSARY HARDWARE FITTINGS AND ACCESSORIES TWO GATE TOWARDS LIFT LOBBY REMOVING SAFELY OF OLD ORDINARY GLASS DOORS FIXED ON WOODEN PANNEL AND OTHER CIVIL REPAIR WORK ETC. AT 6TH FLOOR, MAYUR BHAWAN, NEW DELHI-110001

FINANCIAL BID

Name & address of the Bidder: _____

TABLE – B

| S.No. | Particulars of Items | Amount in (Rs.) |
|--------------|---|------------------------|
| 1. | SUPPLY AND INSTALLATION OF BIS MARKED "2 HOUR FIRE RATED GLAZED GLASS DOORS SYSTEM" WITH DOOR FRAME & SHUTTER WITH ALL NECESSARY HARDWARES FITTINGS AND ACCESSORIES OF TWO EXIT GATES TOWARD LIFT LOBBIES AND REMOVING SAFELY OF OLD ORDINARY GLASS DOORS FIXED ON WOODEN PANNEL AND OTHER CIVIL REPAIR WORK ETC. | Rs. |

Signature of the Tenderer _____

Place:

Name of the Signatory _____

Date: ____ / ____ / 2023

Seal of the Firm / Agency _____