



**OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX,
AAYAKAR BHAVAN, CIVIL LINES
NAGPUR**

No. Pr.CCIT/NGP/Accounts/2015-16/01

Dated: - / /

**NOTICE INVITING THE LIMITED TENDER FOR SETTING UP OF WORKING STATIONS IN AAYAKAR
BHAVAN, CIVIL LINES, NAGPUR**

The Pr. Chief Commissioner of Income Tax, Nagpur on behalf of the President of India intends to set up 30 working station for the staffs of Office of the DIT (I & CI) and CIT (A)-IV at third floor in Aayakar Bhavan, Nagpur.

Sr. No.	Field unit/officers	Estimated cost	EMD
1.	CCIT, Nagpur	9,00,000/-	20,000/-

Tender papers may be collected from this office on all working days from 05/05/2015 to 11/05/15 till 4.00 PM on payment of Rs.200/- by Demand Draft drawn on any scheduled bank in favour of the Zonal Account Officer (CBDT), Nagpur. The bids should be furnished latest by 12/05/15 before 5.00 P.M in the Office of the Assistant Commissioner of Income Tax (Hq.) (Admn.) o/o the Pr. Chief Commissioner of Income Tax, Aayakar Bhawan, Nagpur.

The bids will be opened on 13/05/15 at 3.00 P.M in the Conference Hall, 1st floor, Aayakar Bhawan, Civil Lines, Nagpur in presence of bidders or their representatives.

The contract shall be awarded to the bidder/vendor/service provider with the lowest bid for the same as per the terms & conditions mentioned in the tender documents.

(Aakash Dewangan)
Joint Commissioner of Income Tax (HQ.) (Admn)
O/o the Chief Commissioner of Income Tax
Nagpur



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**NOTICE INVITING THE LIMITED TENDER FOR SETTING UP OF WORKING STATIONS IN
AAYAKAR BHAVAN, CIVIL LINES, NAGPUR**

The Pr. Chief Commissioner of Income Tax, Nagpur hereinafter in this document mentioned as Department, on behalf of the President of India intends to set up 30 working stations for staffs of the DIT (I & CI) and CIT (A)-IV. Limited tender of Two Bid System is invited from reputed and competent parties/vendor/bidders as per the following instruction, terms and conditions.

Sr. No.	Field unit/officers	Estimated cost	EMD
1.	CCIT, Nagpur	9,00,000/-	20,000/-

Instructions and information to the bidders:-

Tender papers can be collected from this office on all working days from 05/05/15 to 11/05/15 till 4.00 PM on payment of Rs.200/- (Not Refunded) by Demand Draft drawn on any scheduled bank in favour of the Zonal Account Officer (CBDT), Nagpur. The tender papers can also be downloaded from website incometaxindia.gov.in and can be submitted in this office along with DD of Rs.200/-.

Quotes should be submitted in two bid patterns, i.e. Technical Bid and Financial Bid. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and super-scribed as **“Technical Bid for Setting up working stations”** and Tender for setting up working stations- **Commercial Bid”** respectively. Both the envelopes should be placed in a single cover and super- scribed as **“QUOTATION FOR SETTING UP WORKING STATIONS “**and should be submitted to the Assistant Commissioner of Income Tax (Hq.(Admn.) O/o the Pr. Chief Commissioner of Income Tax, Aayakar Bhava, Civil Lines, Nagpur latest by 12/05/15 before 5.00 P.M. The bids will be opened on 13/05/15 at 3.00 P.M in the Conference Hall, 1st Floor, Aayakar Bhavan, Civil Lines, Nagpur. Bidders or their representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the JCIT (Hq.) (Admn.) O/o the Pr. CCIT, Nagpur. The financial bids of the bidders, whose technical bids are found to be invalid as per consideration the Tender Committee will not be opened/considered for the purpose of short listing. The valid technical bids will be scrutinized by the Tender Committee constituted for this purpose to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders will be opened. Each technical bid should accompany the **Earnest money Deposit of Rs.20,000/- (Rs. Twenty thousand only)** in the form of Demand Draft of any scheduled bank payable at Nagpur drawn in favour of the Zonal Account Officer, CBDT, Nagpur.

The bids without Earnest Money Deposit will be rejected. The EMD of unsuccessful bidder will be returned and EMD of successful bidder will be converted in security deposit which will be kept for one year.

(Aakash Dewangan)
Joint Commissioner of Income Tax (HQ.) (Admn)
O/o the Chief Commissioner of Income Tax
Nagpur

BIDDING DOCUMENT

**Providing and fixing thirty workstations
in Office of the Pr. Chief Commissioner
of Income- tax, Aayakar Bhavan, Civil
Lines, Telanghedi Road,
Nagpur**

Call of limited tender

TENDER NO.

Pr. CCIT/NGP./Accounts/2015-16/01

DATED:/05/15

GOVERNMENT OF INDIA

MINISTRY OF FINANCE

**OFFICE OF THE CHIEF COMMISSIONER OF INCOMETAX,
NAGPUR**

TENDER NO. Pr. CCIT/NGP/Accounts/2015-16/01

DATED :/05/15



**OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX,
AAYAKAR BHAVAN, CIVIL LINES
NAGPUR**

No. CCIT/NGP/Accounts/2015-16/01

Dated: - /

**NOTICE INVITING THE LIMITED TENDER FOR SETTING UP OF WORKING STATIONS IN
AAYAKAR BHAVAN, CIVIL LINES, NAGPUR**

Name of Work	Providing and fixing 30 working stations for the staffs of Office of the DIT (I & CI) and CIT (A)-IV at third floor in Aayakar Bhavan, Civil Lines, Nagpur
Last Date & Time for receipt of Bid	12/05/2015 upto 17.00 hours
Time and Date of Opening of Technical Bid	13/05/2015 at 15.00 hours
Time and Date of Opening of Financial Bid	13/05/2015 at 16.30 hours
Place of Opening of Bid	Conference Hall at First Floor, Aayakar Bhavan, Civil Lines, Nagpur
Officer from whom the tender documents can be obtained	Administrative Officer, Gr.III, DDO O/o the Pr. Chief CIT, Nagpur
Officer from whom the tender documents can be obtained and submitted.	Assistant Commissioner of Income Tax (Hq.) (Admn.) O/o the Pr. Chief CIT, Nagpur

INSTRUCTION TO BIDDER

1. The bidder should be a reputed dealer/firm engaged in this type of business and have annual turnover of Rs. 50 lakhs or above so as to ensure steady supply of items with quality and timely service.
2. The bidder should have physical outlet (shop) of the same in Nagpur city and have a minimum experience at least two years in this field. Certificate or at least one work order may be provided.
3. The bidder should be registered party with Sales Tax Department of Maharashtra Govt. and should have VAT clearance Certificate and other legal authorities.
4. **No alteration** should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
5. In the submitted bid, **no variation or deviations** in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Annexure-I will be summarily rejected.
6. A sum of Rs. 20,000/- (Rupees Twenty Thousand only) must be furnished as **Earnest Money Deposit** (EMD) through a bank draft favoring 'ZAO, CBDT, Nagpur' & must accompany with the technical bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Income tax Department to provide and fix the items on terms contained in the bid document, or fails to do so within the stipulated time. The earnest money of the successful bidder will be converted in security deposit which will be refunded after one year. For other bidders, the Earnest Money instrument will be returned within 10 days of the completion of bid evaluation. No interest will be payable on this deposit.
7. No bid will be considered unless and until all the pages/documents comprising the bid are **properly signed and stamped** by the person/s authorized to do so on behalf of the bidder.
8. The bid once submitted shall remain **valid for 30 days** from the date of opening of the bids.
9. The Process will have two types of bids as mentioned below. First Technical Bids will be opened. Financial bids of only those parties will be opened whose technical bids are successful as per instructions.

10. The bidder whose bid is accepted by the O/o Pr. CCIT, Nagpur shall be the **successful bidder**. In the event of bid being accepted, the quotations and the terms and Conditions (annexure- I) will be converted into a **Contract**, which will be governed by the terms and conditions given in the bid document.

12. Completed tender documents along with EMD and supporting documents in SEALED cover superscripted “**Limited Tender for Providing and fixing of thirty working stations**” should reach the ACIT(HQ) O/o Pr. Chief CIT., Nagpur before the due date. Late bids will be returned unopened.

13. The bid document of every bidder shall consist of the following two bids to be submitted in two different envelop.

(A) Technical Bid :

- (i) Certified copy of balance sheet & profit & Loss Account Showing turnover of Rs. 50 lakh or above
- (ii) VAT Clearance Certificate issued by Sales Tax Certificate or any other legal certificate which is to be required for running this type of business.
- (iii) Photograph of physical outlet/shop/factory run by the Bidder showing the name of the bidder in the photograph.
- (iv) Certificate from at least one Govt. organizations for satisfactorily completing the work as per work order issued.
- (v) Signed copy of terms and conditions as per Annexure 1;
- (vi) Detailed Information of Bidder as per Annexure – 2;
- (vii) ISO certificate (If available)
- (viii) Earnest Money Deposit (EMD) as mentioned above. The word “Technical bid” should be written on this envelope.

(B) Financial Bid :

- (i) One sealed envelope containing Rate Quotations Bid Form as per Annexure 2A. The word “Financial Bid “should be written on this envelope.

Annexure-1

TERMS AND CONDITIONS OF THE CONTRACT

1. The O/o Pr. Chief CIT, Nagpur Income tax Department (hereinafter referred as 'Department') reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the same work. The Vendor will be black listed in the Department for a period of 4 years from participating in such type of tender & his earnest money/security deposit may also be forfeited if so warranted.
2. Any person who is in Government Service or an employee of the Department should not be made a partner to the contract by the vendor directly or indirectly in any manner whatsoever.
3. The Department reserves the right to terminate the contract without assigning any reason by giving to the Vendor's 7 day's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accrued to other party by reasons of any accident. The authorized officer of the Department may sign such notice.
4. If any information furnished by vendor is found to be incorrect at anytime, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Department.
5. The vendor has to provide and fix all the items as specified within ten day after receipt of work order.
6. No delivery & transportation cost for the supplied items will be paid by the Department.
7. All the repairs/replacements in case of faulty items will be done by the vendor free of cost during this period.
8. In case the vendor fails to provide items as stipulated in the agreement or there is a breach of any terms and conditions of the contract Department reserves the right to impose the penalty as detailed below:-
 - (a) 2% of cost of order/agreement per day, up to 4 days delays in supplying the items.
 - (b) After 4 days delay Department reserves the right to cancel the contract.
 - (c) The security deposited by the contractor shall be forfeited.

This will not be applicable for the unforeseen reasons or conditions beyond the control of supplier.

9. The individual signing the quotation/tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favor stating that he has authority to bind other such person of the firms as the case may be in all matters pertaining to the contract including the

arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time the Department may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable to all costs and damages. In case of registered or unregistered Partnership Firm, all the partners should sign the quotations. In case any persons signing the agreement on behalf of limited Company or firm, he will produce letter of authority/resolution passed by the empowering him to sign the agreement on behalf of the company or firm.

10. The vendor has to follow all the laws of the land while providing the items mentioned in the Limited Tender Document.
11. In case of any violation of statutory provision under any laws/ or otherwise on behalf of the supplier, there will not be any liability on Department.
12. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement or otherwise the decision of the sole arbitrator appointed by the Pr. CCIT, Nagpur will be final and binding.
13. The vendor shall seek instructions from Departmental authority or any other officer authorized by the Department for the purpose of the work, hereinafter referred to as Authorized Officer of the Department.
14. Department has the absolute right to terminate the contract at any time without assigning any reason thereof. Department will also have the right to extend the contract at the same terms and conditions until such time, the new vendor takes over in the case fresh tendering is required.
15. The work has to be completed within 10 days after getting the work order.
16. In case of breach of any of the terms of agreement, any sum of money due, payable to the supplier including the security deposit refundable to him under the contract, can be appropriated by the Department against any amount which the vendor may owe to the Department.

I//we agree to the above terms & conditions and abide by them.

Signature
Name
Seal

DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for Providing and fixing thirty working stations for the staffs of Office of the DIT (I &CI) and CIT (A)-IV at third floor in Aayakar Bhavan, Civil Lines, Telanghedi Road, Nagpur)

1. Name of the Bidder :-----

2. Address of the Bidder

3. Telephone Landline

Mobile

5 Details of EMD

Amount Rs.

DD No.-----

Date-----

Bank

6. PAN (enclose copy)

7. Sales tax/VAT No./Other certificate
(Enclose Proof)

8. Other Information:-

This is to certify that the information furnished is true and correct. I /We also certify that I /We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder

ANNEXURE-2A

FINANCIAL BID

Sr. No.	Particulars	
01	Name of the Bidder	
02	Address of the Bidder with Mob No.	
03	Quality of Modular Workstations <ol style="list-style-type: none">1. 60 mm thick tile base Working Stations on both and single side made up of powder coated all aluminum section like vertical member , horizontal member , having powder coated aluminum skirting of 175 mm height on both side, 8 mm prelaminated partical board plane laminate tile fixed on both side below table top, fabric pinup tile/fabric magnetic tile, marker tile fixed on user side above table top and 25mm partical board both side laminated one side of pf edge top with wire manager cap, ms powder coated key board tray and CPU trolley including all fixture, fastening finishing (as approved shade and colour)2. Pedestal made up of 18mm prelamine partical board both side laminated to side, bottom, vacia and drawer bottom, back panel 9mm, having too book and one file drawer with three meta boxes having sixe 125x400mm, 86x400mm and 54x400mm with necessary channels single lock, (as approved shade and colour)3. Electrical switches and sockets :-<ol style="list-style-type: none">(i) Electrical switches and sockets of 15 amp each (Anchor Roma)-03 No. per seat(ii) Electrical cable of 4 mm cable with flexi and conduit pipe	Price per unit

This is to certify that the information furnished is true and correct. I /We also certify that I /We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder

