



**Office of the
Commissioner of Income-Tax-19
R.No. 401, 4th floor, Piramal Chambers,
Lalbaug, Mumbai-400012.**

No. CIT-19/Bldg In-charge/2012-13

Dtd.

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for undertaking the comprehensive service and maintenance contract (CSMC) for air-conditioners (both window and split airconditioners of about 135) installed in the Income-Tax Office, Piramal Chamber, Lalbaug, Mumbai-400012.for the period of 01/06/2012 to 31/05/2013 ,which is extendable further at the discretion of the CIT-19, Mumbai.

A. Eligibility Criteria:

- B. Bidder must have minimum experience of 3 yrs in the service /maintenance of air-conditioners (window and split AC's) in any Government/Autonomous Bodies/ Local Authority / Public Sector Undertaking.
- C. Bidder must have a minimum annual turnover of Rs. 10 Lacs from the service / maintenance of air-conditioners during the last 3 financial years 2009-10 , 2010-11 and 2011-12.
- D. The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs.10,000/- (Rupees Ten thousand only.) in the form of Demand Draft /Bankers Cheque in favour of Zonal Accounts, Officer CBDT payable at Mumbai has to be given.
- E. The bidder must have experience in the service /maintenance of not less than 200 air –conditioners (window and split AC's together) at a time.
- F. Necessary /documentary proof and details should be submitted with the quotations documents in respect of item numbers (i),(ii) and (iii) mentioned above in Sr.No-. A

G. Other Terms and Conditions :

1. The bidders must have sufficient infrastructure and experience service and maintenance personnel with him (furnish details with the quotations document)
2. The rate quoted for CSMC for air-conditioners is required to be uniform per single unit per annum (for window and split air-conditioners separately.)
3. The CSMC payable is on quarterly basis on submission of bills after completion of services and maintenance for the quarter duly certified by the competent authority.
4. The service/maintenance is to be undertaken by the successful bidder on monthly basis covering all the air-conditioners by the CSMC.
5. The technical bids and financial bids are to be submitted in different sealed envelopes with the marking " Technical or Financial (as applicable) bid for CSMC for air-conditioners for Income-Tax Office,Piramal Chambers, Mumbai.
6. The Financial Bid will be opened only after qualifying under the technical bid.
7. The CSMC shall be awarded to the lowest financial bidder out of technical bid.
8. The last date of submission of the quotation documents is _____ by 12.30PM.
9. The quotation documents are to be submitted in the Office of the undersigned in the Office of the Commissioner of Income-Tax19, Room No. 401 , Income-Tax Office, Piramal Chamber, Lalbaug, Mumbai.
10. The decision of Commissioner of Income-Tax-19 & Building-in-charge , Mumbai shall be final in all matters of selection of the contractor for CSMC for air-conditioners.
11. Quotations will be opened on _____ at 3.30pm in the chamber of the Addl.CIT-19(3) & Building-in-charge , R.No. 301, Piramal Chamber, Mumbai-400012 in the presence of bidders or their representatives.
12. The Income Tax Department reserves the right to accept or reject any part of the quotation or whole quotation, without assigning any reason.
13. The successful bidder shall enter into a legally binding agreement with department and shall commence work within 5 days of awarding of the work.
14. In case of failure to commence the work by the Agency within stipulated time, the contract may be cancelled by the Department and EMD may be forfeited. In such case, new tenders will be floated.

15. The Agency to whom the contract is awarded, would furnish name, address and contact number of a person with whom the Department/ Controlling officer should contact, in case of any problem faced with regard to services being provided by such Agency on day to day basis.
16. The contract between the Department and the Agency can be cancelled with a notice period of two months from either side, without assigning any reason.
17. In case of any dispute, during the process of awarding the work, the decision of the Competent Authority Commissioner of Income-Tax-19 & Building-in-charge , Mumbai would be final and binding on all concerned.
18. In case of any further queries, please contact **Mr. Pitambar Das , Addl.Commissioner of Income-Tax-19(3) & Building-in-charge 022-24125236 or Mr. Rakesh Yemul , Caretaker- 24137288 , 9969236805**

(Ashok A. Nikam)
INCOME-TAX OFFICER(HQ)
TO CIT-19, MUMBAI.

ANNEXURE A

**TECHNICAL BID FOR ANNUAL MAINTENANCE CONTRACT FOR AIR
CONDITIONERS OF INCOME TAX OFFICE, PIRAMAL CHAMBER, MUMBAI.**

1.	Name and address and telephone No. of the Tenderer i.e. the Applicant Agency	
2.	Permanent Account No. (PAN)	
3.	Evidence of availability of qualified manpower in his pay-roll by Applicant in terms of para 6(i) of the Terms and Conditions for annual maintenance contract of airconditioner of Income Tax Office, Piramal Chamber. (Documentary evidence should be enclosed)	
4.	Annual Turnover during F.Y. 2009-10 to 2011-12. (copy of Return of Income filed alongwith P & L A/c etc. should be enclosed as evidence)	
5.	List of reputed Clients including Government institutions (along with documentary evidence)	
6.	No. of years experience in the field of maintenance services of airconditioners.	
7.	Details of Demand Draft/Banker's Cheque in respect of Earnest Money (Demand draft / Banker's cheque should be enclosed)	
9.	Whether any penalty has been imposed or notice has been received for non-fulfillment of terms of contract or unsatisfactory performance.	

Name and Signature of the Authorised Signatory

ANNEXURE B

FORMAT OF QUOTATION (i.e. FINANCIAL BID) FOR ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS INSTALLED IN INCOME TAX OFFICE, PIRAMAL CHAMBER, MUMBAI.

1. Name, address and telephone No. of the applicant :
2. Permanent Account No. (PAN) :
3. Name and address of the Proprietor/ Partners/Directors/principal persons and their PAN :
4. **AMC CHARGES PER MONTH. (Exclusive of Service Tax)** :
5. Details of Demand Draft/Banker's Cheque in respect of Earnest Money :

**Name and Signature of the
Authorised Signatory**

Sealed cover containing quotations will be opened on **28/05/2012 at 3.30 PM** in the chamber of the **Addl. Commissioner of Income-Tax-19(3) & Building-in-charge** , R.No. 301, 3rd floor, Piramal Chamber, Lalbaug, Mumbai-400012 Mumbai by the Committee in front of bidders or their representatives.