

**TERMS & CONDITIONS
FOR ALLOTMENT OF CONTRACT FOR CREATION OF ASK CENTRE**

As part of the Govt. of India's e-governance initiative Aayakar Seva Kendra (ASK) is being created at Aayakar Bhavan Ujjain and Aayakar Bhawan Ratlam. The ASK is a computerized centre. The designs of the centre to be established, work flow, branding, material to be used have been standardized.

(I) The terms and conditions are as under:-

(i) The recipient of contract is required to create the ASK as per specifications in the Document enclosed with Tender form which can be obtained from the office of the Additional CIT Range 1 Ujjain, Aayakar Bhawan, Bharatpuri Ujjain, during office hours on any working day.

(ii) The following items stand excluded from the contract:-

(a) Computer systems including hardware & software

(b) Television- LCD to be installed.

(iii) The recipient of the contract will also be required to do other works arising out of shifting of offices in space allocated to the ASK. The works shall be specified during physical inspection by the recipient.

(iv) The recipient shall carry out the work subject to approval by the Commissioner of Income-tax Ujjain (Project Leader) or any other officer nominated by him for the same.

(v) The material to be used shall be as per the specifications given in the document enclosed with the tender form which can be obtained from the office of the Additional CIT Range 1 Ujjain, Aayakar Bhawan, Bharatpuri Ujjain, during office hours on any working day.

(vi) The recipient shall design the ASK with respect to the space available (for ASK at Ujjain space available is approximately 750 sq.ft and for ASK at Ratlam it is 850 Sq.ft.) subject to the specifications mentioned in the document and get the design approved from the Additional Commissioner of Income Tax Range 1 Ujjain or any other officer nominated by the Commissioner of Income Tax Ujjain.

(vii) The recipient shall complete the work of ASK within one month of receipt of work order.

(II) Eligibility Criteria :-

(i) The applicant tenderer should be having experience of at least 10 years in design of commercial / office works and supervision of the work as per design and his receipts from such work in the previous three financial years should be 25 lacs or more.

(iii) The applicant tenderer should be regularly assessed to Income-tax and also have registration under service tax.

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(iv) The applicant tenderer should be able to give names of at least three clients of repute for judging the quality of work, if so required.

(v) The applicant tenderer having experience of executing works in Central Govt. Departments shall be given preference.

(vi) The applicant tenderer should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi Government or local body agencies at any point of time.

A self certificate to these effects (on all the above points) should accompany with technical bid.

(III) The tenderers are requested to submit their rate in two bid system i.e. Technical Bid and Financial Bid. Both the envelopes should be properly sealed, super scribing thereon the "Tender for Aayakar Seva Kendra, Ujjain/Ratlam- Technical Bid / Price Bid" as the case may be.

The name, address and telephone numbers of the authorized contact person should be clearly mentioned on the outer side of the sealed envelopes.

(IV) Technical Bid :-

i. The technical bid should be as per Annexure A and should be supported by the documents indicated in the said Annexure.

ii. The self certificate on the eligible criteria as mentioned in point 6 should be attached to the annexure-A.

(V) Financial bid :-

i. The tender document, marked as Annexure B, itself is a 'financial bid'.

ii. The financial bid shall be given separately for Civil work, Electrical & Interior (false ceiling, painting, glass work, token system) and furniture fixtures & decorative items.

iii. The financial bid should also include cost for breaking of walls, etc. as required and of removal of debris from the site and cost of similar nature.

iv. The financial bid shall be evaluated on the basis of cumulative total of all three quotes and the lowest bid shall be eligible for allotment of work.

v. Weightage will be given to applicant tenderer having previous experience of creation of ASK and work may be allotted to such applicant if the financial bid of such applicant does not exceed the lowest bid by margin of 10%.

vi. Where more than one applicant tenderer has previous experience of creation of ASK then evaluation committee shall assess the quality of work, speed of execution and acceptability by end users before comparing the Financial Bid.

vii. Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicant tenderer is selected in the technical bid.

viii. Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc.

ix. Terms of payment :-

No advance shall be paid on allotment of work. Payment for ASK shall be made only after satisfactory completion of at least the civil work involved. Further

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payment shall be made on completion of work of electrical & interior work. Final payment shall be made on satisfactory completion of the entire work.

6. The applicant should collect the tender forms and also the specifications of the work to be completed from the office of the Addl. Commissioner of Income-tax Range 1,Ujjain 'Aayakar Bhavan'Bharatpuri between 11.10.12 to 17.10.12 during office hours.

7. The applicant should submit their bids in sealed envelopes in the office of the Addl. Commissioner of Income-tax Range 1,Ujjain 'Aayakar Bhavan'Bharatpuri between 18.10.12 to 25.10.12 during office hours before 5 PM

8. The tenders will be opened by the Committee Constituted by the CIT Ujjain, at 4 pm on 26.10.2012 in the chamber of Additional Commissioner of Income-tax, Range-1,Ujjain, 'Aayakar Bhavan', Bharatpuri Ujjain,in the presence of such tenderers or their authorized representatives duly authorized by the tenderer who are present at the time of opening of tenders. If, in case of unforeseen circumstances or administrative requirements, the tender cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date as would be notified to the tenderers.

9. Tenders submitted late will not be considered.

10. The tenderer to whom the contract is awarded would furnish name, address and contact number of a person with whom the Department /Controlling officer will keep contact, with regard to services being provided by such tender on day to day basis.

11. During the period of the execution of tender, change in rates will not be entertained under any circumstances.

12. In case of any dispute, during the tender process, the decision of the Commissioner of Income-tax Ujjain would be final and binding.

13. The Commissioner of Income-tax, Ujjain reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

sd/-

(P.K.Mitra)

Additional. Commissioner of Income-tax,
Range-1 Ujjain

ANNEXURE A
TECHNICAL BID DOCUMENT

1. Name of the bidder :

2. Complete address of the concern along with
Tel. No., Fax No. and email id :

3 Details of contact person(s):

Name & address of the person

Tel. No.

- a)
- b)
- c)

4. A brief note on the background of the bidder including professional qualifications and experience in the field of designing and supervision of office / commercial projects (not to exceed 200 words):

5. Annual turnover during the F.Y. 2009-10, 2010-11 & 2011-12
(copy of return of income filed alongwith P & L account, Balance Sheet,
etc. should be enclosed as evidence).:

6.List of three reputed clients with nature and value of job done.:

7. Permanent Account No. (PAN):

8. ST/VAT Registration Number:

DECLARATION

I / We hereby certify that the information furnished above is full and correct to the best of my / our knowledge and belief. I / we understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Name and Signature of Authorized Signatory with date)

ANNEXURE B
FINANCIAL BID DOCUMENT

1. Name of the Proprietor /Registered Firm:
2. Address of the concern (with Tel.No., Fax & E-Mail):
3. Authorised contact person(s)(with mobile number):
4. Aggregate cost quoted bifurcated in:

Sr. No.	Description	Amount (Rs.)
1	Civil work	
2	Electrical & Interior work	
3	Furniture fixtures and decorative items including branding	
4	Total	

(Name and Signature of Authorized Signatory with date)

ADVERTISEMENT

Income-tax Department Ujjain invites offers for creation of Aayakar Seva Kendra (ASK) at 'Aayakar Bhavan', Ujjain & Ratlam as per specifications and norms notified by the Director of Income-tax (O&MS), New Delhi, from persons having requisite experience of designing and execution of commercial / office works exceeding Rs.25 lakhs and meeting the eligibility criteria specified in the terms and conditions for allotment of contract. The terms & conditions and tender forms may be downloaded from the website www.incometaxindia.gov.in available under Tender menu or may be collected from the O/o. Additional Commissioner of Income-tax, Range-1 Ujjain Aaykar Bhavan, Ujjain, Bharatpuri Ujjain per schedule given below :-

SCHEDULE

S.N	Description	Date
1	Collection of tender document	12.10.2012 to 17.10.2012
2	Submission of tender	18.10.2012 to 25.10.2012
3	Opening and evaluation of tender	26.10.2012
4	Awarding of contract	29.10.2012

Tender document shall not be issued beyond the time given in the aforesaid schedule. Completed tenders shall not be accepted beyond the time indicated in the schedule. Incomplete tender forms are liable to be rejected without any opportunity for correction of the same. The Income-tax Department reserves the right to alter the schedule given above at its discretion.

Sd/-
(P K Mitra)
Addl. Commissioner of Income-tax, Range-1
Ujjain