



**GOVERNMENT OF INDIA**

OFFICE OF THE COMMISSIONER OF INCOME TAX,  
AAYAKAR BHAVAN, NR. HOLY CROSS ENGLISH SCHOOL,  
CANTONMENT, AURANGABAD. 431002.

Tel. : (0240)2371333(Direct), Fax : 2371711, Office : 2372016/2372676.

No. ABD/CIT/ASK/Tender Notice/2011-12/

Date: 20/12/2011

**TENDER NOITCE**

Sealed tenders are invited from reputed Interior Designers for creation of Aayakar Seva Kendra at Income-tax Office, LIC Building, CIDCO, Aurangabad. The tender should be submitted in sealed covers to the Income-tax Officer( HQ)(Admn.), O/o. Commissioner of Income-tax, Aayakar Bhavan, Nr. Holy English School, Cantonment, Aurangabad -431002, on or before 9<sup>th</sup> January, 2012. The details regarding terms and conditions and other documents can be obtained from the Income-tax Officer( HQ)(Admn.), O/o. Commissioner of Income-tax, Aayakar Bhavan, Nr. Holy English School, Cantonment, Aurangabad -431002, during the office hours on any of the working days, on or before 2<sup>nd</sup> January, 2012. The details can also be accessed on department's website - [www. incometaxindia.gov.in](http://www.incometaxindia.gov.in).

The Commissioner of Income-tax, Aurangabad reserves the right to accept and reject any or all the Bids without assigning any reasons whatsoever.

Sd/-

Income Tax Officer (HQ) (Admn)  
For Commissioner of Income Tax  
Aurangabad.



सत्यमेव जयते

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### **TERMS & CONDITIONS**

As a part of the Govt. of India's e-governance initiative Aaykar Seva Kendra (ASK) is being created at Income-tax Office, LIC Building, Cidco, Aurangabad. The ASK shall be a computerized centre where facilities for filing of returns, applications and other correspondence, through the Income Tax Dept's software, shall be available to tax payers. The designs of the centre to be established, work flow, branding, material to be used have been standardized. A comprehensive document in this regard is available with this office which can be inspected during office hours at the above address. The scope of work will include :-

- (i) The recipient of contract is required to create the ASK as per specifications in the documents available with the ITO(Hq) Admn O/o. the CIT, A'bad. However the exact use of space for creation of ASK can only be ascertained by site visit.
- (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 work 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, Aurangabad (Project Leader) or any other person nominated by him for the same.
- (v) The material to be used shall be as per the specifications given in the document available with the ITO(Hq)(Admn) O/o. the CIT A'bad.
- (vi) The recipient shall design the ASK with respect to the space available, subject to the specifications mentioned in the document and get the design approved from the Commissioner of Income-tax, Aurangabad.
- (vii) The recipient shall complete the work of ASK within one month of receipt of work order.

### 2. **Eligibility Criteria** :-

- (i) The applicant should be having experience of atleast 10 years in design of commercial / office space and supervision of the work as per design.
- (ii) The applicant should have consultancy receipts from design and supervision of atleast Rs.3 lakhs in the last three Financial Years.
- (iii) The applicant should be regularly assessed to Income-tax and also have registration under service tax.

- (iv) The applicant should be able to give names of atleast three clients of repute for judging the quality of work, if so required.
- (v) The applicant 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 or any other agencies at any point of time.

**A self certificate to this effect (on all the above points) should accompany the technical bid.**

3. The applicants 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, Aurangabad – Technical Bid / Financial 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.**

4. **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 eligibility criteria, as mentioned in point 6, should be attached to annexure-A.

5. **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, interior and electrical work, furniture fixture and decorative items.
- iii. The financial bid should also include cost of shifting of offices in the space allocated to the ASK and other related work.
- 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. **Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicant is selected on the basis of technical bid.**
- vi. **Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc.**
- vii. **The tender will be awarded to the party bidding the lowest cumulative cost.**

viii. **Terms of payment** :- No advance shall be paid on allotment of work. Payment for ASK shall be made only after satisfactory completion of atleast the civil work involved. Further 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. Interested Parties should collect the tender forms from the office of the Income-tax Officer (HQ)(Admn), Aayakar Bhavan, Near Holy Cross English School, Cantonment, Aurangabad by **02-01-2012 before 5.30 PM**

7. The applicant should submit their bids in sealed envelopes in the office of the Income-tax Officer (HQ)(Admn), Aayakar Bhavan, Near Holy Cross English School, Cantonment, Aurangabad by **09-01-2012 before 5.30 PM**.

8. The tenders will be opened by the Committee Constituted by the CIT-Aurangabad at 3.30 pm on **10-01-2012** in the Conference Hall, Aayakar Bhavan, Near Holy Cross English School, Cantonment, Aurangabad in the presence of such applicants 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 applications 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 work 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 applicant on day to day basis.

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

12. In case of any dispute, during the tender process, the decision of the **CIT-Aurangabad** would be final and binding.

13. The **CIT-Aurangabad** reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Place :- Aurangabad.

Date :- 20-12-2011

( P.L. PANDE )  
Income-tax Officer (HQ)(Admn),  
For Commissioner of Income Tax,  
Aurangabad.

**ANNEXURE A**  
**TECHNICAL BID DOCUMENT**

1	Name of the Applicant/Bidder	
2	Complete address of the concern alongwith with Tel. No., Fax No. and e-mail id	
3	Name & address of the proprietor / partners and / or Directors of the concern with Tel. No.	
4	Details of contact person(s)	
	Name & address of the person	Tel. No.
a)		
b)		
c)		
5	A brief note on the background of the applicant including professional qualifications and experience in the field of designing and supervision of office / commercial projects (not to exceed 200 words)	
7	Annual turnover during the F.Y. 2008-09, 2009-10 & 2010-11 (copy of return of income filed alongwith P & L account, Balance Sheet, etc. should be enclosed as evidence).	
8	List of three reputed clients with nature and value of job done.	
9	Permanent Account No. (PAN)	
10	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. Commulative cost of the Project i.e. aggregate of cost quoted for various works listed below :

<b><u>Sr.No.</u></b>	<b><u>Description</u></b>	<b><u>Amount (Rs.)</u></b>
01.	Civil Work :	
02.	Electrical & Interior work :	
03.	Furniture fixture & decorative Items, including branding :	
	<b><u>Total</u></b>	

(Name and Signature of Authorized Signatory with date )