



# INCOME TAX DEPARTMENT , PUNE

## TENDER NOITCE FOR SETTING UP OF 'AAYAKAR SEVA KENDRA' AT AHMEDNAGAR

Sealed tenders are invited in two separate sealed envelopes containing techno-commercial bid and financial bid from reputed and *bona-fide* Interior Designers for creation of Aayakar Seva Kendra (Size 1000sq.ft.approx) at Aayakar Bhawan, Aurangabad Road, Ahmednagar.

Aayakar Seva Kendra is a single window concept to deliver all services mentioned in the 2010 Citizen's Charter of the Department including redressal of grievances. It has three different functional units i.e. (1) "May I Help You" Counter for meeting the general enquiries to tax- payers, (2) "Collection Counters" for receipt of Dak and paper returns and (3) "Facilitation centre " for assisting the Tax-payers about PAN queries/ providing return forms and other tax payer education literature and assistance of tax return preparers(TRPs).

The tender should be submitted in sealed covers to the undersigned at **Room No. 210, Income Tax Office , 2<sup>rd</sup> Floor, PMT Building, Shankarsheth Road, Swargate, Pune – 411037**, on or before 26<sup>th</sup> October, 2012. The details regarding terms and conditions and other documents such as specification booklet explaining the concept of ASK as well as the layout designs of the Centre can be obtained from the undersigned during the office hours on any of the working days, on or before 13<sup>th</sup> October, 2012. The Terms and Conditions can also be accessed at the department's website – **www. incometaxindia.gov.in**. The Tender document can be obtained on payment of non-refundable tender fee of Rs 500/- ( Demand Draft in favour of Z.A.O., CBDT, Pune payable at SBI, Treasury Branch, Pune). In case the tender document is downloaded from Department's website , a non-refundable tender fee of Rs 500/- has to be paid at the time of submission of the duly filled tender application. Further , at the time of submission of the tender application , a refundable amount of Rs. 10,000/- is to be handed over in the form of Demand Draft in favour of Z.A.O., CBDT, Pune payable

at SBI, Treasury Branch, Pune. Tender applications signed by intermediaries or brokers will not be entertained.

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

Sd/-  
(Sharat Chandra Sarangi)  
Joint Commissioner of Income Tax , Range 11, Pune.  
For Commissioner of Income Tax-I  
Pune.



**GOVERNMENT OF INDIA**  
**OFFICE OF THE COMMISSIONER OF INCOME TAX-I,**  
3<sup>rd</sup> FLOOR, PMT BUILDING, SHANKARSHETH ROAD,  
SWARGATE, PUNE – 411037.  
**TEL.: EPBX (0240) 2372676, TEL: DIR. (0240) 2372016, FAX (0240) 2371711**

---

### **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, Aayakar Bhawan, Aurangabad Road, Ahmednagar. 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 enclosed with Tender Form.

- (ii) 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 the physical inspection by the recipient of the contract.
- (iii) The recipient shall carry out the work subject to approval by the Commissioner of Income-tax-I, Pune (Project Leader) or any other person nominated by him for the same.
- (iv) The material to be used shall be as per the specifications given in the document enclosed with the Tender form.
- (v) The rates of computers including required software (with antivirus), printers, air conditioners, token machine, LCD, kiosk machine and other electrical items which are required as per available space and specifications provided shall be quoted unit wise.
- (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-I, Pune.
- (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 at least 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 at least Rs.30 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 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 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 Road, Ahmadnagar. 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. 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 do not exceed the lowest bid by a margin of 10%.
- vi. Where more than one applicant tenderer has previous experience of creation of ASK the the 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 is selected on the basis of technical bid.**
- viii. **Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc.**
- ix. **The tender will be awarded to the party bidding the lowest cumulative cost.**

x. **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 Joint Commissioner of Income Tax Range -11, Pune, Room No. 210, Income Tax Office , 2<sup>rd</sup> Floor, PMT Building, Shankarsheth Road, Swargate, Pune – 411037.** by **13-10-2012 before 5.30 PM**

7. The applicant should submit their bids in sealed envelopes in the office of the **Joint Commissioner of Income Tax Range -11, Pune, Room No. 210, Income Tax Office , 2<sup>rd</sup> Floor, PMT Building, Shankarsheth Road, Swargate, Pune – 411037** by **26-10-2012 before 5.30 PM.**

8. The tenders will be opened by the Evaluation Committee Constituted by the Commissioner of Income Tax-I, Pune at 3.30 pm on **29-10-2012** in the Conference Hall, Income tax office, PMT building, Swargate, Pune 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 **Commissioner of Income Tax-I, Pune** would be final and binding.

13. The **Commissioner of Income Tax-I, Pune** reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Place :- Pune.  
Date : 05.10.2012

Sd/-  
(Sharat Chandra Sarangi)  
Joint Commissioner of Income Tax , Range 11, Pune.  
For Commissioner of Income Tax-I  
Pune.

**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 )

[webcr@incometaxindia.gov.in](mailto:webcr@incometaxindia.gov.in)