



भारत सरकार/ Govt. of India

आयकर विभाग/ Income tax Department

संयुक्त निदेशक आयकर (अन्वे.)/ Joint Director of Income Tax (Inv.)

न्यू सी.जी.ओ. कॉम्प्लेक्स, एन.एच.4, एन.आई.टी., फरीदाबाद/ New CGO Complex NH-IV, NIT Faridabad

फोन नं: 0129-2411384, email id : faridabad.ddit.inv1@incometax.gov.in

F.No. JDIT/INV/FBD/Building Renovation /2020-21/ 46

Dated: 24.07.2020

## Tender Notice for Providing and Installing Centralized Air Conditioning Unit

Income Tax Department (Investigation Wing), Faridabad invites sealed bids i.e. 1) Technical Bid and 2) Financial Bid, for Providing and Installing Centralized Air Conditioning Unit at Ist Floor, B-Block, New C.G.O. Complex, N.H. IV, Faridabad from reputed concerns having rendered services to reputed organizations and having good track record and work experience.

For complete details, formats and terms & conditions of tender please log on to Income Tax Department's website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or <https://incometaxchandigarh.org>. Alternatively the Tender Forms can also be obtained from the office of the Income Tax Officer, (Investigation)(Hqr.), 3<sup>rd</sup> Floor, B-Block, New C.G.O. Complex, N.H. IV, Faridabad.

**Date of Commencement of issue of Tender Forms : 24.07.2020**

**Last date for submission of Tender Form : 03.08.2020 upto 05:00 p.m.**

**Opening of Tender Forms (Technical Offer) : 04.08.2020 at 11:00 a.m.**

Technical Bids of the Tenders/quotations will be opened on 04.08.2020 at 11:00 A.M. by the purchase committee duly constituted in the office of the Joint Director of Income Tax (Investigation), Faridabad, Ist Floor, B-Block, New C.G.O. Complex, N.H. IV, Faridabad in the presence of Tenderers/bidders or their representatives, if they wish to be present.

The Income Tax Department (Investigation), Faridabad reserves the right to reject any/all applications without assigning any reason whatsoever.

Date : \_\_\_\_\_

Assistant Director of Income Tax (Investigation), HoO, Faridabad

राहुल गोतम (भा.रा.स.)

RAHUL GAUTAM (I.R.S.)

सहायक निदेशक आयकर (अन्वे.)-1, एच.ओ.ओ

Asstt. Director of Income Tax (Inv.)-1, HOO

फरीदाबाद / Faridabad

**Bid document for "Supply and Installation of Centralized Air Conditioner Unit in the office of Joint Director of Income Tax (Inv.), Faridabad.**

On behalf of the President of India, sealed tenders are invited by the Assistant Director of Income Tax (Inv.), HoO, Faridabad (hereinafter referred as "ITD") for Supply and Installation of Centralized Air- Conditioners at 1st Floor, New CGO Complex, Block-B, NH-IV, Faridabad

**1. Nature and Scope of work:**

Nature and scope of the work is mentioned at **Annexure-II** of this bid document (enclosed herein).

**2. Eligibility:**

- i. Contractors who have sufficient experience of having successfully carried out similar works in Government Offices/Residential buildings/Office buildings/Pvt. buildings during the last three years are eligible to participate in the bidding.
- ii. The authorized dealers of Air-Conditioners Manufacturing Companies having expertise in installation of centralized air conditioning units.
- iii. The ITD reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

**3. Submission of bid:**

- 3.1 The tender document can be obtained in person from the below mentioned address from 10.00 am to 5.00 pm on all working days:

**O/o Joint Director of Income Tax (Inv.), Faridabad, 1st Floor, New CGO Complex, Block-B, NH-IV, Faridabad**

**Contact person: Sh. Rishi Kumar, ITO (DDO).**

**Alternatively, the tender document can be downloaded from the websites- [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or <https://incometaxchandigarh.org>.**

The bidders are requested to submit their competitive offer by duly filling in the bid form only (enclosed as **Annexure-I**) along with the ITD's terms and conditions, which is part and parcel of the bid form. The bid along with the ITD's terms and condition duly signed is to be submitted in a sealed envelope superscribing the envelope "**Bid for Centralized Air Conditioner Unit in the office of Joint Director of Income Tax (Inv.), Faridabad**". The bidders should submit along with the bid form.

- (i)
  - (1) List of similar works completed during the last three years in any Government organization or private company
  - (2) Copy of Registration of VAT and Service Tax
  - (3) Copy of PAN Number
  - (4) If the bid is from an authorized dealer/ distributor of any manufacturer, the dealer or distributor shall submit a valid proof for authorized dealership/ distributorship.
  - (5) Satisfactory completion certificate from the organization where the tenderer has successfully completed similar projects within last 3 years.
- (ii) Price Bid Form (**Annexure-III**) to be submitted by duly filling up the rates for each item of work indicated in the prescribed price bid form.

- 3.2** Bid shall be submitted in a sealed cover super scribed "**Centralized Air Conditioner Unit in the office of Joint Director of Income Tax (Inv.), Faridabad and due date is upto 5.00 pm on 03/08/2020**

This shall contain separately sealed envelopes superscribed as below:

- Envelope -I - TECHNO-COMMERCIAL PART (Technical Bid)  
Envelope -II - PRICE PART (Financial Bid)

- 3.3** (i) Envelope -I of the offer shall contain all the pages of the bid document duly signed and stamped on each page, covering letter, bid form, documentary proof for eligibility, technical submissions, duly signed scope of work, deviations from the ITD terms & conditions, if any and other details required forming part of the offer.  
(ii) Envelope -II of offer shall contain only the price schedule issued herewith, with all rates and amounts filled in and no conditions.

All the above envelopes shall be enclosed in a single larger envelope superscribed as mentioned above.

- 3.4** The ITD is not responsible for delay, loss or non- receipt of bids on time sent by post. Fax/Email/ Telegraphic offers shall not be accepted.

**3.5** **Last date for submission**

- a) The last date for receipt of the bid at the ITD is **03/08/2020, 5.00 P.M.** The bid submitted beyond the above date and time shall not be considered for the bidding and shall be rejected out-rightly.  
b) The bid not submitted in the prescribed bid form shall be summarily rejected.  
c) If the last date of submission and opening of the bid is a holiday, the bids shall be opened on the next working date.

**3.6** **Information to be furnished by the bidder along with their bid:**

The bidders are requested to submit their bid form along with the following information (to be furnished in their letter head):

- i. Name of the Company :  
ii. Complete address of the Company :  
iii. Name of the authorized person :  
iv. Company's/Firm's Nature of business :  
v. Number of years of experience :

- 3.7** The bid submitted without the ITD's terms and conditions duly accepted, shall be summarily rejected. Similarly the bid submitted not in the prescribed bid forms of the ITD, the bid document shall be summarily rejected. Any deviation from the ITD's terms & conditions shall be clearly brought in the bid.

**4.** **OPENING OF BIDS**

Envelope-I of Bids shall be opened at 11.00 A.M. on 04/08/2020 by the members of the purchase committee in the presence of attending Bidders/Authorized representatives in the office of the Joint Director of Income Tax (Inv.), Faridabad

Envelope-II (Price part) of Techno Commercially qualified Bidders shall be opened immediately after the announcement of technically qualified bidders.

**5.** **PLACE OF SUBMISSION**

The office of Joint Director of Income Tax (Inv.), Faridabad, 1st Floor, New CGO Complex, Block-B, NH-IV, Faridabad-121001

**6. Clarifications:**

The bidders are requested to go through the 'Scope of Work' and 'Terms & conditions' of the bid before submitting their offer/bid. Any clarification, if required, may be obtained prior to filing of bid from the contact person details of which are provided above. No claim whatsoever on such account shall be entertained by the ITD in any circumstances. The bidders shall physically inspect the work premises during working hours on working days and ensure the quantity and scope of the work before bidding.

**7. Award of work :**

The work will be generally awarded to a single qualified bidder, who has quoted the lowest price on the overall cost of entire work. The work cannot be awarded on piece-meal basis to different bidders as the component of works is the part of the whole work. However, the ITD reserves the right to reject any or all the bids without assigning any reason thereof.

**8. Variation of quantity :**

- (i) The quantity mentioned in the scope of work is approximate. The ITD or any authorized person reserves the right at the time of award and executing of the contract to vary the quantity specified in the scope of work without any change in the unit rate quoted and/or to cancel any work mentioned under the scope of work.
- (ii) The successful bidder to whom work is awarded shall be paid for the actual work completed and actual material utilized as per rate schedule furnished by the bidder.

**9. Terms and conditions of Bid:**

The terms and conditions of above bid are enclosed in the bid form, which is part and parcel of the bid document. The bidders should submit the bid form by duly accepting the ITD's terms and conditions of the bid as stipulated in the bid form. The bid submitted without the acceptance of the ITD's terms and conditions shall be summarily rejected.

**10. No canvassing :**

Canvassing in connection with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.

11. The ITD reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.

**Enclosures:**

- 1) **Bid Form along with the ITD's terms and conditions (Annexure-I)** to be submitted by the bidders to the ITD
- 2) **Scope of Work (Annexure-II)**- to be duly filled in and submitted by the bidders
- 3) **Price Bid Form (Annexure-III)** to be duly filled in and authenticated to be submitted by the bidders to the ITD.

## Annexure-I BID FORM

(The bidders should submit their acceptance only in Bid Form for the acceptance of the ITD's terms and conditions of Bid)

### Name of the work:

**Supply and Installation of Centralized Air-Conditioner Unit at 1st Floor, New CGO Complex, Block-B, NH-IV, Faridabad as per the scope of work attached.**

### ITD's Terms and conditions of Bid:

#### **1. Rate / Price**

- i. The unit rate to be quoted shall be unit rate and shall remain firm without the price variation clause. The bidders should not claim for any price variation / escalation.
- ii. The bid submitted with a price variation/escalation clause will be treated as non-responsive and shall be rejected.
- iii. Bid / rates quoted by the bidder shall remain valid for 120 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 120 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.
- iv. The rates quoted by the bidder should be inclusive of all the tax applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.
- v. The Income Tax and any other taxes or charges as applicable will be deducted at source by the ITD from the successful bidder while making the payment.
- vi. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- vii. The bidder should quote the rate as specified in the scope of work. The bids submitted other than in the specified scope of work at **Annexure-II** shall be summarily rejected.

#### **2. Execution of work:**

- i. **Time period of completion:** The successful bidder shall execute and complete the work as per specification/Scope of work mentioned in **Annexure-II** to the satisfaction of the officer -in- charge **within a period of 8 - 10 days from the date of award of work.**
- ii. The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms & conditions of this tender document.
- iii. The ITD is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- iv. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted is all inclusive price.
- v. The contractor shall have to bring all the supporting materials for carrying out the

above work.

**3. Variation in quantity/ scope of work:**

The quantity mentioned in the scope of work is approximate. The ITD reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of work without any change in the unit rate. However, the payment will be made as per the actual material used and work done.

**4. Liquidated damages**

For delay in completion of work, the liquidated damage @ 1% of order value per day or part thereof subject to the maximum of 10% of the order value shall be deducted.

**5. Extension of work completion time**

Ordinarily no time extension shall be granted. However, under unforeseen site conditions, the contractor shall make proper representation to the officer-in-charge with reasons for the delay upon which the extension of completion time may be allowed by the officer-in-charge.

**6. Payment terms**

The Payment shall be made against the final bill within a reasonable time from the date of completion of the works to the satisfaction of the ITD/Officer In-charge in all respects and submission of completion certificate.

**7. Completion Certificate**

Within one month of the completion of the work the contractor shall furnish a certificate for such completion.

**8. Guarantee Period**

**Guarantee period for the air-conditioner units and other materials supplied should be 12 months from the date of completion of the installation and for the compressors should be 60 months from the date of completion of installation for poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified or replaced free of cost by the Contractors/Vendors at their own cost and risk.**

**9. Quality assurance:**

The successful contractor should ensure the quality of material as per the requirement/discretion of the ITD and quality standards as specified by Government agencies.

**10. Right to accept or reject tender**

- (i) The right of acceptance of tender will rest with the ITD.
- (ii) The acceptance of the tender shall rest with the ITD which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. Further, the ITD reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

**11. Insurance**

Contractor shall at his own expenses carry and maintain insurance with reputed Insurance Companies for : (i) Employees State Insurance Act, (ii) workmen's Compensation & Employer's Liability Insurance, (iii) Any other Insurance required under Law or Regulations or by Owner during the period of supply and installation of centralized air conditioning unit.

**12. Safety Regulations**

Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The ITD shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work.

**13. Other Important conditions**

**Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarize themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.**

**All the above terms and conditions of the tender as mentioned above AND included in the tender document are duly accepted.**



SIGNATURE OF THE TENDERER

**SCOPE OF WORK**

S. No	Description of Items	Qty	Unit
1.	Supply, installation, testing and commissioning of 16 HP capacity outdoor unit equipped with low noise condenser fan including initial gas charging. System Should Run at nominal working voltage and complete including cartage etc. as required. Refrigerant shall be R 410 A and all compressors shall be cooper only for better efficiency and durability.		
	ODU shall be mounted on suitable stand on the terrace as required.		
(a)	Outdoor Unit ( ODU ) of 16 HP (hermetically sealed scroll type compressor.) with suitable electrical & refrigerant line interconnections, initial charge of refrigerant R 410 A and ready for use with single point electrical supply & refrigerant suction / liquid line tapping.	1	Each
	<b>Preferable Brands : Hitachi /Toshiba/ Daikin/ O'General</b>		
2	Supply, installation, testing and commissioning of following capacity Ceiling Mounted 4Way Cassette type Indoor Unit with decorative panel, compact cooling coil, electronic expansion valve, Multi speed fan motors, dynamically balanced blowers, provision for Fresh Air Intake, drain pump, synthetic washable media filter including insulation and suitable for operation on single phase AC supply & remote control operation including Wireless Remote Control		
a)	Capacity 2.0 TR	5	Each
b)	Capacity 4.0 TR TFA	1	Each
3	Supply and fixing of following sizes of refrigerant pipe made out of hard drawn copper including accessories, jointing/brazing etc. duly insulated with nitrile tubular rubber sections to prevent condensation with suitable adjustable ring type hanger supports etc. complete as required (The correct size of pipe has to be worked out by the vendor and the number of circuits shall match the vendors equipment). Long Bend to be used to avoid Pressure drops.		
(a)	9.4 mm with 19 mm thick insulation	100	Mtr
(b)	12.7 mm with 19 mm thick insulation	25	Mtr
(c)	15.1 mm with 19 mm thick insulation	100	Mtr
(d)	19.1 mm with 19 mm thick insulation	25	Mtr
(d)	28.00 mm with 19 mm thick insulation	10	Mtr
4	Providing and fixing following sizes of rigid / flexible PVC pipe with all required accessories and suitable clamps etc for drain pipe i/c connections to the indoor units etc., as required.		
a	25 mm dia rigid U PVC pipe (Heavy duty)	60	Mtr
b	32 mm dia rigid U PVC pipe (Heavy duty)	50	Mtr
5	Supply and laying following sizes of FRLS PVC insulated flexible copper conductor cable of 1100 Volts grade for Control / Communication i/c providing and laying of 20 mm ISI marked medium class pvc conduit on surface / recess, cutting the wall and making good the same so as to match with the original finish, where ever required etc. as required ( Between Indoor & Outdoor Units and for remote control units )		
(a)	2C X 1.5 sq. mm shielded unarmoured communication cable	200	Mtr
8	Pressure Holding Leak Arresting , Gas Charging and Commissioning of above circuit	1	Lot



The contractor who is quoting the tender shall get themselves well versed with the site condition. The scope of work includes masonry work, fabrication, fixing and painting. The contractor should be well versed with all the activity and should have specialized team of workers for the same.

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of constitution already existing (so far as in practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at own cost all materials, tools and plants, facilities for workers and all other services required for the execution of the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which stores, tools and plants etc. if any will be issued to him by the ITD and local conditions and other factors having a bearing on the execution of the work. The tenderer must also study the neighbourhood, rules and regulations for building as well as the area where it is situated.

In case of items not covered by the above specification the work should carried out as per the direction of Officer-in-charge.

Approval of the Officer-in-Charge shall be taken well in advance for the materials to be used in the work by the contractor.

All repairs and patch work shall be neatly carried out to match with the original finish and to the entire satisfaction of Officer-in-Charge.

The contractor has to make his own arrangement for stores and watch and ward and no extra claim for this will be entertained. The contractor has to make his own arrangement at his own cost for all the general and special T & P.



SIGNATURE OF THE TENDERER

**Annexure - III**

**PRICE BID**

<b>S. No</b>	<b><u>Description of Items</u></b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
<b>Grand Total Rs.</b>					

(Taxes and other duties shall be levied as per Govt. norms) The price quoted above shall be inclusive of all taxes and duties)



**SIGNATURE OF THE TENDERER**