



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

प्रधान आयकर आयुक्त कार्यालय / O/o Pr. Commissioner of Income Tax,
आयकर भवन, पटियाला - 147001 / Aayakar Bhawan, Patiala, [Punjab], 147001.

Ph. 0175-2971010, email : patiala.cit@incometax.gov.in, Fax: 0175-2205726

F.No.Pr.CIT/PTA/EB/Tender/2020-21/8551

Dated:-16.03.2021

To

The Dy. Commissioner of Income Tax, HQ (Admn.)
O/o the Pr.Chief Commissioner of Income Tax,
Sector 17 E, Chandigarh.

Sir,

Sub: Uploading Tender for construction of new proposed workstations and interior work for the O/o Pr.Commissioner of Income Tax, Patiala.

Kindly refer to the subject cited above.

2. In this connection, it is submitted that this office proposes to invite quotations/ tender for newly constructed workstations and interior work for the O/o Pr.CIT, Patiala. As per guidelines of our department it is necessary to upload the same to the website of Pr.CCIT, NWR Chandigarh. It is therefore, requested to kindly upload this notice and its enclosures as early as possible.

Yours faithfully,


(Sunita Dhingra)

Income Tax Officer, HQ (Admn.)
Patiala.

Encl. As above.



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

प्रधान आयकर आयुक्त कार्यालय / O/o Pr. Commissioner of Income Tax,
आयकर भवन, पटियाला - 147001 / Aayakar Bhawan, Patiala, [Punjab], 147001.

Ph. 0175-2971010, email : patiala.cit@incometax.gov.in, Fax: 0175-2205726

F.No.Pr.CIT/PTA/EB/Tender/2020-21/ 2551

Dated:-16.03.2021

NOTICE INVITING QUOTATION/TENDER FOR SET UP OF WORKSTATIONS

Sub: Bids are hereby invited for planning, designing, providing, erection and commissioning of complete set up of workstations to be erected in the O/o Pr.CIT, Patiala.

Conditions:-

1. Proposal to be submitted by the bidders alongwith their bids.
2. This work includes all civil, electrical services related to completion of workstations.
3. Total floor area for workstations is 3600 sq ft. (approx.).
4. Table size for each workstation should not be less than 10 sq. ft.
5. Bidders can inspect the site in working hours before 17.03.2021.
6. Bids duly sealed in envelope with proposal should reach the office of the undersigned upto 11:00AM on dated 19.03.2021
7. The bidders should have their registered office within a radius of 100 Kms. from Patiala.

The tender documents and detailed terms and conditions for the above, can be obtained from Room No.112, 1st Floor, O/o Pr.CIT, Patiala or alternatively can be downloaded from the website of the Income Tax NWR, Chandigarh i.e. www.incometaxchandigarh.org.

The tenderer should register and apply through online mode only on e-tendering portal www.tenderwizard.com/INCOMETAX upto 11.00AM on 19.03.2021.

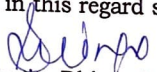
No other mode of application for tender will be entertained.

If there is any technical error, the quotations can be submitted in Room No. 112, O/o the Pr.Commissioner of Income Tax, Patiala.

Date and time of online opening of quotations at e-tendering portal www.tenderwizard.com/INCOMETAX is at 3.00PM on 19.03.2021.

This office reserves the right to amend/withdraw any of the terms and conditions in the tender document or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the undersigned in this regard shall be final and binding on all.

Encl. As above.


(Sunita Dhingra)
Income Tax Officer, HQ (Admn.)
Patiala.

Terms and Conditions:-

- (a) The Pr. Commissioner of Income Tax, Patiala (hereinafter referred to as Pr.CIT) intends to empanel eligible tenderer for setting up of work stations.
- (b) The above said work will have to be done by **30th March, 2021**, only interested tenderers shall submit the quotations.
- (c) **Name of issuing office:**
The President of India through Drawing and Disbursing Officer, O/o Pr.CIT, Patiala, Income Tax Department, Ministry of Finance, Govt. of India.
- (d) **Tender Document:**
Bidders are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. Failure to furnish all information responsive to mentioned in the tender documents or submission of a proposal not substantially responsive to tender conditions may result in rejection of the proposal. Sealed offers/proposals prepared in accordance with the procedure enumerated above should be submitted at the address given at para (e).
- (e) It is required by the prospective bidder to acknowledge receipt of this tender by handing over the following information to the tender issuing authority at the address mentioned below by hand or by email.

| ITD | Bidder information to be provided |
|---|--|
| Pr. Commissioner of Income Tax, Aayakar Bhawan, Leela Bhawan, Patiala | Company/Entity Name: Address: Primary Contact: Name: Email: Mob./Tel. No. Secondary Contact: Name: Address: Email.: |

(f) **Income Tax Department's Right to Terminate the Process.**

The Income Tax Department makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. This

tender does not constitute an offer by Income Tax Department. The bidder's participation in this process may result in Income Tax Department selecting the Bidder to engage in further discussions and negotiations. The commencement of such allegations does not, however signify a commitment by Income Tax Department to award the bid.

(g) Late/ Incomplete Bids:

Bids received after the due date and the specified time for any reason, whatsoever, shall not be entertained.

(h) Non refundable Processing fee

A non refundable processing fee of INR 1000/- (Rs.One thousand only) must be submitted with the bid in the form of crossed demand draft drawn on any nationalised /scheduled bank payable at par in Patiala, in favour of Zonal Accounts Officer, CBDT, Patiala.

The bidder shall submit two sealed envelopes separately marked as "Technical Bid" and "Financial Bid" as mentioned above. Under no circumstances should both the bids (Technical bid and financial bid) be placed in a single envelope i.e. both get divulged at the same time, in which case the bid is liable to be rejected. Please also note that prices/tarrifs/rates/bid amount should not be indicated in the Technical Bid, failing which the bidder shall be disqualified forthwith.

(i) EMD:

A demand draft of Rs.50,000/- shall be required to be enclosed with the quotation as earnest money deposit (EMD).

(j) Technical Bid

Technical Bid should be as per **Annexure A**, it should be supported by the documents mentioned above. The Demand Draft/ Bankers cheque in respect of "Processing fee" should be submitted with the Technical Bid.

(k) Financial Bid

It should be as per **Annexure B**. Initially only the Technical Bid will be opened. The Financial Bid will be opened only if the bidder fulfils the stipulated conditions for Technical Bid and qualifies the Technical Bid.

The envelopes for both Technical Bid and Financial Bid prepared as above should indicate clearly the Name, Address and Tel. No. of the bidder to

enable the bid to be returned in case it is declared late/ineligible/disqualified.

The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of the terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender without assigning any reason.

(l) **Bid prices:**

Bid prices shall be inclusive of all applicable taxes including GST.

(m) **Correction of Errors:**

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposed price shall govern.

(n) **Evaluation of Technical Bids**

The evaluation of the technical bids will be carried out to ascertain if bidder meets the criteria listed above in preceding Paras and elsewhere.

(o) **Evaluation of Financial Bids**

The evaluation of Financial Bids will be as under:

- (a) The Financial Bids of only the technically qualified bidders will be opened for Financial bid evaluation.
- (b) Financial bid evaluation will list down bidders who are declared as financially qualified for this tender.

Technical Bid

| QUALIFYING-cum-TECHNICAL BID DOCUMENT | |
|--|---|
| S.No. | Particulars |
| 1. | Name of the Party |
| 2. | Complete Address (With Tel. No., Fax No.) |
| 3. | Name and Address of the Proprietor/Partners/Directors (with mobile/Contact no.) |
| 4. | Whether the applicant is resident of Patiala as on date of tender? State Yes or No ? (If yes, proof required to be attached,) |
| 5. | No. of years of experience in working in this field. (enclose proof such as performance Reports/Experience Certificate from clients). |
| 6. | Whether the applicant has prior experience of such type of work? If yes, enclose proof. |
| 7. | Details of Turnover for last three financial years (Enclose copy of balance sheet and profit and loss account): FY 2019-20 FY 2018-19 FY 2017-18 |
| 8. | Permanent Account Number (PAN) (enclose copies of TDS/ITR) |
| 9. | Details of ESI & EPF registration along with evidence |
| 10. | Details of Service Tax/GST Registration along with evidence |
| 11. | Whether the bidder has capital of Rs.10 lakh as on date. If Yes, attach bank A/c Statement as proof. |
| 12. | Details of Tender fee : DD/banker Cheque No. : Bank Name : Date: |
| 13. | Details of EMD : DD/Banker Cheque No. : Bank Name : |
| | <p align="center">DECLARATION</p> <p>I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender document. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.</p> <p align="right">(Signature of Authorized signatory with date and seal)</p> |

FINANCIAL BID DOCUMENT

| S.No. | Particulars to be furnished | |
|---|--|--|
| 1. | Name of the Party | |
| 2. | Address(with Tel.No., Fax no.) | |
| 3. | Name of the office/Location for which quoted | |
| 4. | Total Percentage of total cost of Project. (exclusive of Service tax/GST) | |
| DECLARATION | | |
| <p>I hereby certify that the information furnished above is true and correct to the best of my knowledge/our knowledge and I have read and understood the terms and conditions contained in the Tender document. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.</p> <p style="text-align: right;">(Signature of Authorized signatory with date and seal)</p> | | |

Notes:

- The rates quoted by the tendering Agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
- The payment shall be made on completion of work.