



भारत सरकार/Govt. of India

आयकर विभाग/Income Tax Department

आयकर उपायुक्त (अंतर्राष्ट्रीयकराधान),/Dy. Commissioner of Income Tax, Intl. Taxation,

वृत्त-गुरुग्राम/Circle, Gurugram

एच०एस०आई०आई०डी०सी०बिल्डिंग, उद्योग मीनार/HSI IDC Building, UdyogMinar,

तीसरी मंजिल, उद्योग विहार, फेज-V, गुरुग्राम/3rd Floor, Udyog Vihar, Phase-V, Gurugram

Email-gurgaon.dcit.it@incometax.gov.in

फा०सं० -उ.आ/अ.करा/गुरुग्राम/2022-23/२१५

दिनांक: 06/10/2022

सेवा में,

The Income Tax officer (Hq)(Admin-1)
O/o the Pr. Chief Commissioner of Income Tax,
Aaykar Bhawan, Sector-17E, NWR,
Chandigarh.

Sir,

Sub :-Uploading tender for renovation for O/o the Deputy Commissioner of Income Tax, (International Taxation), Gurugram on the website of O/o Pr. Chief Commissioner of Income Tax, NWR, Chandigarh i.e. www.incometaxchadigarh.org - regarding

Kindly refer to above.

2. In this regard, it is to inform that this office proposes to invite quotation/tender for renovation of O/o the Deputy Commissioner of Income Tax, (International Taxation), Gurugram. As per guidelines of the department, it is necessary to upload the same on the website of O/o Pr. Chief Commissioner of Income Tax, NWR, Chandigarh. Therefore, it is requested to kindly upload the enclosed notice at official website of O/o Pr. CCIT (NWR), Chandigarh at the earliest.

Encl: As above.

भवदीय

नवीन कुमार

Naveen Kumar

आयकर उपायुक्त (अंतर्राष्ट्रीय कराधान),

Dy. Commissioner of Income Tax,

International Taxation,

वृत्त- गुरुग्राम

Circle – Gurugram

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Name of Works: Renovation Work in O/o Dy. Commissioner of Income Tax,
International Taxation, Circle - Gurugram, HSIIDC Building,
Income Tax Office, Gurugram - 122016.

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**NOTICE INVITING TENDER FOR OFFICE RENOVATION OFFICE OF THE DY. COMMISSIONER OF INCOME TA.
INTERNATIONAL TAXATION, GURUGRAM**

- NIT No. :
- NIT Issue Date : 03.10.2022
- Date, time & venue for doubts/
clarifications : 13.10.2022 b/w 1100 hrs and
1700 hrs at HSIIDC Building,
Udyog Vihar, Phase 5, Gurugram
- Last Date and time of Bid : 17.10.2022 at 1100 hrs.
Submission (online & in original)
- Due Date, time & venue of opening : 17.10.2022 at 1600 hrs.
of Technical Bids
- Due Date, time & venue of opening : 18.10.2022 at 1600 hrs. HSIIDC Building
of Financial Bid Udyog Vihar, Phase 5, Gurugram

INVITATION FOR BID

Dy. Commissioner of Income Tax, International Taxation, Circle - Gurugram on behalf of President of India invites online item rate tenders in **two bid system** for the following work: -

Sr. No.	NIT NO.	NAME OF WORK	ESTIMATED COST	PERIOD OF COMPLETION
1.		Renovation Work in O/o Dy. Commissioner of Income Tax, International Taxation, HSIIDC Building, Gurugram	4 Lacs	30 days from issue of work order

The contractors/ firms who fulfill the following requirements shall be eligible to apply. **Joint ventures are not accepted.**

1. The bidder should have a minimum experience of 1 year in undertaking similar types of jobs for various government departments.
2. For the purpose of this tender, 'cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Government/ Client except those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.
3. The bidder should have a sufficient number of supervisor / admin employees for the proper execution of the contract.
4. The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract along with other necessary documents except Standard General Conditions of Contract Form can be seen and submitted on website www.tenderwizard.com/INCOMETAX.
5. Earnest Money Deposit (EMD) of **Rs.10,000/-** in the form of Treasury Challan/ Deposit at Call receipt of a scheduled bank/ Demand Draft of a scheduled bank issued **in favour of "The DDO, International Taxation, Range-Chandigarh"** should be submitted **on or before 17.10.2022** in room number 306, 3rd Floor, HSIIDC Building, Udyog Vihar, Phase-5, Gurugram. Upon submission of the Earnest Money, an EMD Document will be issued by the O/o DCIT, International Taxation, Gurugram which needs to be uploaded while applying for the bid.
6. The tender submitted shall be opened at 04:00 PM on 18.10.2022 in **O/o Dy. Commissioner of Income Tax (International Taxation), Circle - Gurugram, HSIIDC Building, Udyog Vihar, Phase -5, Gurugram** in the presence of Bidders and Tender Committee.

(Naveen Kumar, IRS)

Dy. Commissioner of Income Tax,
International Taxation, Circle - Gurugram

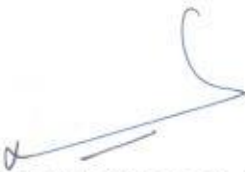
नवीन कुमार
NAVEEN KUMAR
आयकर उपायुक्त
अंतर्राष्ट्रीय कराधान (गुरुग्राम)
Dy. Commissioner of Income Tax
Intl. Tax. (Gurugram)

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which bids are invited are as under: -

Scope of Work	Description of Work	Area (in Sq. ft.)
Renovation of work stations	Installation of 9 work stations. Internal Partition of work stations as per design with ply. (including material, transportation of material and labour)	1100
Electric fittings & LAN Networking	Electrical fittings including necessary wiring, basic lights on ceiling and switchboard for workstations and re-adjust existing wall fans.	1100
False ceiling light	16 LED Lights (including transportation of material and labour)	
Cabinets	Low ht. cabinet (total no. 15) which is 3x2' with laminate finish as per design with hettic/enox/sleek hinges (including material, transportation of material and labour)	
Glass Films	Glass film	320
Roller Blinds	Window blinds for office	100
New Sofa Set	Requirement of new sofa set.	1

2. The place of work is situated at O/o Dy. Commissioner of Income Tax, International Taxation, HSIIDC Building, Udyog Vihar, Phase 5, Gurugram


(Naveen Kumar, IRS)
Dy. Commissioner of Income Tax,
International Taxation, Circle - Gurugram

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आयकर उपायुक्त
अंतर्राष्ट्रीय कराधान (गुरुग्राम)
Dy. Commissioner of Income Tax
Intl. Tax. (Gurugram)
(International Taxation, Circle - Gurugram)

ESTIMATED COST AND EARNEST MONEY

Name of work: Renovation Work in O/o The Deputy Commissioner of Income Tax, International Taxation, Gurugram.

Estimated cost	Rs.4,00,000/-
Earnest money	Rs.10,000/-
Time period allowed	30 days from the date grant of work

(Naveen Kumar, IRS)
Dy. Commissioner of Income Tax,
International Taxation, Circle - Gurugram

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आयकर उपायुक्त
अंतर्राष्ट्रीय कराधान (गुरुग्राम)
Dy. Commissioner of Income Tax
Intl. Tax. (Gurugram)

TECHNICAL QUALIFICATION

1. The participant should be duly registered with the GST Department. Documents in support of the same should be furnished as a part of the technical bid.
2. The participant should have at least one (1) year experience in the Government sector (Central Govt./ State Govt./ CPWD/ PSU) in works of similar nature. An undertaking in support of the same should be submitted along with the work orders for the jobs performed.
3. The participant should have minimum turnover of Rs.10 Lakh in the last financial year. In support of the same, the copy of the ITR filed for the relevant year may be furnished.
4. The bidder should have a sufficient number of supervisor/ admin employees for the proper execution of the contract. An undertaking mentioning the total number of employees to be engaged in the work should be submitted in this regard.
5. Should not have been blacklisted by any Govt. Department. Undertaking in this regard should be enclosed.
6. The participant should make an Earnest Money Deposit (EMD) of **Rs.10,000/-** in the form of Treasury Challan/ Deposit at call receipt of a scheduled bank/ demand draft of a scheduled bank issued **in favour of "The DDO, International Taxation, Range-Chandigarh"** should be submitted **on or before 17.10.2022** in room number 306, 3rd Floor, HSIIDC Building, Udyog Vihar, Phase-5, Gurugram. Upon submission of the Earnest Money, an EMD Document will be issued by the O/o DCIT, International Taxation, Gurugram which needs to be uploaded while applying for the bid.
7. Duly filled E-tender documents should be uploaded on E-tendering website.

INFORMATION AND INSTRUCTIONS FOR TENDERERS FOR E-TENDERING FORMING
PART OF TENDER DOCUMENTS AND TO BE POSTED ON WEBSITE

Dy. Commissioner of Income Tax, Circle - Gurugram on behalf of the President of India invites online items rate bids in two bid (Eligibility and Financial) system. The contractors/ firms fulfilling the following **eligibility criteria** requirements can apply.
Joint ventures are not accepted.

Sl. No	Name of work and location	Estimated Cost put to bid	Earnest Money	Period of Completion	Last date and time for submission of bid	Period during which EMD is to be submitted*	Time & date of opening Eligible bid
1	2	3	4	5	6	7	8
	Dy. Commissioner of Income Tax, Circle - Gurugram	4 Lacs	Rs. 10,000/-	30 days from issue of work order	Upto 11:00 Hrs. On 17.10.2022	Upto 14:00 Hrs. On 17.10.2022	at 16:00 Hrs. on 18.10.2022

1. The bidder should have a minimum experience of 1 year in undertaking similar types of jobs for various government departments.
2. For the purpose of this tender 'cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Government/ Client except those supplied free of cost.
3. The intending bidders must read the terms and conditions carefully. It must be ensured that they fulfill all the eligibility conditions and have possession of all the requisite documents before applying for the bid.
4. Information and instructions for bidders posted on website shall form part of tender document.
5. The bid consisting of Financial bid, Technical bid, specifications, schedule of quantities / scope of work of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.tenderwizard.com/INCOMETAX free of cost.
6. Bid can only be submitted after deposition of original EMD receipt (**The EMD document shall only be issued by the O/o Dy. Commissioner of Income Tax, Circle - Gurugram**).
7. Contractors can upload documents in the form of JPG format and PDF format.
8. **If a bidder quotes nil rates against each item in item rate bid, the bid shall be treated as invalid and will not be considered as lowest bidder.**

List of documents to be scanned and uploaded within the period of tender submission.

- i. Demand Draft / Pay order or Banker's Cheque/ Bank Guarantee of any Scheduled Bank against EMD.

- ii. Copy of Receipt for deposition of original EMD issued by the O/o Commissioner of Income Tax, Circle - Gurugram.
- iii. Undertaking in support of Work Experience along with the work orders for the similar kind of jobs performed.
- iv. Undertaking mentioning the total number of employees to be engaged in the work.
- v. Certificate of Registration on GST.
- vi. Copy of the ITR filed for the Financial Year showing minimum Turnover of Rs. 10 Lakhs.
- vii. Technical Bid
- viii. Financial Bid
- ix. Certificates regarding Technical Qualifications

* Tender is invited in two parts, i.e. (1) qualifying/technical bid and (2) financial bid. The tender form for qualifying/technical bid in the pro-forma prescribed as per technical terms & conditions and the tender form as per financial bid complete in all aspects, should be submitted online on www.tenderwizard.com/INCOMETAX.

(Naveen Kumar, IRS)
Dy. Commissioner of Income Tax,
International Taxation, Circle - Gurugram

नवीन कुमार
NAVEEN KUMAR
आयकर उपायुक्त
अंतर्राष्ट्रीय कराधान (गुरुग्राम)
Dy. Commissioner of Income Tax
Intl. Tax. (Gurugram)

TECHNICAL BID

Sl. No.		
1	Name of the Firm	
2	Constitution	
3	Name of owner/Partners/Directors	
4	Full particulars of office	
	(a) Address	
	(b) Telephone No.	
	(c) Fax No.	
5	(d) E-mail address	
	Full particulars of the bankers of the firm	
	Name of the Bank	
	Account type	
	Account No.	
6	Registration Details: (self-attested copies of all Certificates/ Licenses/ Permits / registrations, etc., should be enclosed failing which the application is liable to be rejected outright)	
	(a) PAN/GIR No.	
	(b) GST No.	
	(c) EPF registration No.	
	(d) ESI registration No.	
	(e) Labour License issued under the Contract Labour Act, 1970	
7	Details of earnest Money deposit	
	(a) Amount	
	(b) DD/BC No. and date	
	(c) Drawn on bank	
	(d) Valid Upto	
8	Experience with Government Agencies/ PSUs/ Pvt. Agencies	
9	Turnover declared in ITR for last 2 years	
10	Total No. of employees to be engaged	

The above format may be used to provide requisite details.

To be separately filled in Excel Sheet which can be found as 'Technical Bid' in the Bid Document itself.

FINANCIAL BID

Scope of Work	Description of Work	Area (in Sq. ft.)
Renovation of work stations	Installation of 9 work stations. Internal Partition of work stations as per design with ply. (including material, transportation of material and labour)	1100
Electric fittings & LAN Networking	Electrical fittings including necessary wiring, basic lights on ceiling and switchboard for workstations and re-adjust existing wall fans.	1100
False ceiling light	16 LED Lights (including transportation of material and labour)	
Cabinets	Low ht. cabinet (total no. 15) which is 3x2' with laminate finish as per design with hettic/enox/sleek hinges (including material, transportation of material and labour)	
Glass Films	Glass film	320
Roller Blinds	Window blinds for office	100
New Sofa Set	Requirement of new sofa set.	1

Terms & Conditions

for

Renovation Work in O/o Dy. Commissioner of Income Tax International Taxation,
Circle – Gurugram, HSIIDC Building, Udyog Vihar, Phase -5, Gurugram

1. The work shall be carried out according to the CPWD Specifications 2009, Vol.- I & II & CPWD Specifications 2016 with up to date correction slips if any items are not available in CPWD specification then relevant LS.I specification of decision or the Officer-in-Charge shall be followed.
2. The rates tendered by the contractors should be including all royalty, taxes, carriages all lead and lifts & stacking etc. complete up to the site work. Nothing extra shall be payable to him on this account.
3. The contractor must quote their rates for each item of work both in figure and in words strictly otherwise tender will not be accepted.
4. The contractor must get acquainted with the proposed site of the works and study specification and conditions carefully before tendering.
5. The undersigned reserves the right to reject any tender without assigning any reason and no conditional tender will be accepted.
6. No payment will be made to the contractor for the damage caused by rains or other natural calamities during the execution of work and no such claim on this account will be entertained.
7. The contractor shall not employ women and men below the age of 18 years on the work.
8. Necessary recoveries as applicable shall be made from the gross amount of each bill.
9. If due to any reasons the date of opening the tender has been declared holiday by the Govt. of India, then tender will be opened on next working day.
10. Sample of all kind of tiles, false ceiling, lights, paints, wall paintings, decorated mirrors, table, chairs, stools, sofa, glass doors & partitions to be displayed, must be got approved before execution of work or as and when desired by the officer-in-charge.
11. The quantity shown in the schedule/Annexure of quantity/ quality can be increased or decreased as per requirement (on either side).
12. The contractor should have own arrangement for modem T & Particles required and will also responsible for repairing the same.
13. The location for stacking of material shall be got approved from the Officer-in-Charge.
14. Any work carried out without the approval of the Officer-in-Charge at the site of work shall not be accounted and will not be paid.
15. Renovation Work in O/o Dy. Commissioner of Income Tax, International Taxation, Circle – Gurugram, HSIIDC Building, Income Tax Office, Gurugram **will be the responsibility of the contractor for three years.**
16. The rate Quoted should be inclusive of all type of taxes and nothing will be paid extra.
17. **If a tenderer quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.**
18. The contractor should have a sufficient number of supervisor /Employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how these would be involved in this work.
19. **The Contractor will be responsible for police verification of the labour deployed for the execution of work. They have to follow all security norms/ guidelines of the concerned Ministries / Department.**
20. Name of the staff, who are likely to execute the arrangement works, will have to be submitted to the department, before starting of work, for obtaining necessary security passes and other clearance.
21. Bidder must provide sufficient telephone/ mobiles numbers of the concerned persons available from 6 am to 10 pm in all days.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

(by Tenderwiz-ard P

The bidders are required to submit soft copies of their bids electronically on the Tenderwiz-ard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tenderwiz-ard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tenderwiz-ard Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at www.tenderwiz-ard.com/INCOMETAX.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Public Procurement Portal (URL: <https://www.tenderwiz-ard.com/INCOMETIDg>) with clicking on the link "Online bidder Registration" on the Tenderwiz-ard Portal by paying the Registration fee of Rs. 2360/-year charge.
- 2) As part of the enrolment process, the bidders will be required to choose an unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. SiftTC/nCod/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC /e-Token.
- 7) The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the tender wizard Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the tender wizard Portal.
- 2) Once the bidders have selected the tenders they are interested in, you can pay the the form fee by DD only and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'IN-Progress' Tab. This would enable the tender wizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / DWF/JPEG formats. Bid Original documents may be scanned with 300 dpi option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "Documents Library" available to them to upload such documents. These documents may be directly submitted from the "Documents Library" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as "DD" to pay the tender fee / EMD as applicable and enter details of the document.

Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the white (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time {which is displayed on the bidders' dashboard} will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids click "Submit tender" (i.e. after Clicking "Upload Bid and Submit tender" in the portal), the portal will give a successful Tender submission acknowledgement. A bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to tenderwizard Portal in general may be directed to the 24x7 tenderwizard Portal Helpdesk. The contact number for the helpdesk is "011-49424365, 805462881, 9257209340".