



भारत सरकार/Govt. of India

आयकर विभाग /Income Tax Department

कार्यालय अपर महानिदेशक, प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान, एस.सी.ओ.: 132-133 सेक्टर-34ए, चण्डीगढ़।

O/o the Additional Director General, Direct Tax Regional Training Institute (DTRTI),

SCO: 132-133, Sector-34A, Chandigarh

F.No. DTRTI(CHD)/ADG/ADM/Tender/2021-22/ 93

Dated:- 25/5/2021

To  
The Pr.Chief Commissioner of Income Tax, NWR,  
Sector 17E, Chandigarh

{Kind attn.-DCIT(Hq.)(Admn.)}

Madam,

Subject: E-Tender notice for service and repair of 10 KVA  
Cummins make DG Set - regarding-

Kindly refer to the subject above.

2. In this regard, it is submitted that there is requirement of service, repair of 10 KVA Cummins make DG Set and for providing connection of generator to the rooms in the office of the Addl. Director General, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.

3. Accordingly, the undersigned is directed to enclose herewith a copy of e-tender notice for the above work with a request to upload the same on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

4. The last date for submission of the bids is 15.06.2021 (till 5 PM).

Encl: As above.

Yours faithfully,

*Alka Kumari*

(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)

Member Secretary, Tender and  
Local Purchase Committee, DTRTI,  
Chandigarh.



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कार्यालय अपरमहानिदेशक, प्रत्यक्ष कर क्षेत्रीय प्रशिक्षणसंस्थान, एस.सी.ओ.: 132-133 सेक्टर-34ए, चण्डीगढ़।  
O/o the Additional Director General, Direct Tax Regional Training Institute (DTRTI),  
SCO: 132-133, Sector-34A, Chandigarh

F.No. DTRTI(CHD)/ADG/ADM/Tender/2021-22/

92

Dated:- 25/05/2021

### Notice Inviting Tender

The office of the Addl. Director General, DTRTI, Chandigarh invites online bids/quotation for service, repair of 10 KVA Cummins make DG Set Engine No.61016222, and for providing connection of generator to rooms for the office of the Addl. Director General, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.

The tender documents along with the instructions and terms & conditions can be downloaded from the Department's web site [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. Information and instructions, schedule of work, and terms and conditions for bidders posted on website shall form part of bid document.

The tenderer should register and apply through online mode only on e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). No other mode of application for tender will be entertained. The online bids can be submitted through the e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) upto **15/06/2021** till **05:00 PM**.

The decision upon the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Addl. Director General, DTRTI, Chandigarh in this regard shall be final and binding on all.

*Alka Kumari*  
(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary, Tender/Local Purchase  
Committee, DTRTI, Chandigarh.



भारत सरकार/Govt. of India

आयकर विभाग /Income Tax Department

कार्यालय अपर महानिदेशक, प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान, एस.सी.ओ.: 132-133 सेक्टर-34ए, चण्डीगढ़।

O/o the Additional Director General, Direct Tax Regional Training Institute (DTRTI),

SCO: 132-133, Sector-34A, Chandigarh

F. No. DTRTI (CHD)/ADG/ADM/Tender/2021-22/ 92 Dated: - 25/05/2021

**Notice: Tender for service, Repair of 10 KVA Cummins make DG Set Engine No.61016222, and for providing connection of generator to the rooms of the Office of the Addl. Director General, DTRTI, SCO: 132-133, Sector-34A, Chandigarh**

NIT No.	DTRTI(CHD)/ADG/ADM/Tender/2021-22/ 92
NIT Issue Date	25/05/2021
Date, time & venue for doubts/ clarifications	10.06.2021 between 11:00 hrs and 16:00 hrs at Room No. 12, 4 <sup>th</sup> Floor, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.
Last Date and time of Bid Submission (online & in original)	15.06.2021 till 17:00 HRS
Due Date, time & venue of opening of Technical Bids	16.06.2021 till 13:00 HRS
Duration of contract	30 days from award of the contract

*Alka Kumari*  
(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary Tender/Local Purchase  
Committee, DTRTI, Chandigarh.

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**1. SUBMISSION OF TENDERS - TIME LIMIT/MODE**

- (a) The tender should be submitted ONLINE through the website [www.tender-wizard.com/](http://www.tender-wizard.com/) INCOMETAX ONLY. Both the bids i.e. Technical and Financial should be in English only and prices should be written/quoted in both figures and words. In case there is difference in rates quoted by a tenderer in figures as well as in words, the quoted rates in words shall be considered only for evaluation and other purposes.
- (b) **Earnest Money Deposit (EMD) / Bid Security Declaration** - EMD is not required, but the tenderer should **furnish duly signed and stamped , "Bid Security Declaration"** accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, they will be suspended till September 2021 from being eligible to submit any Bids for contracts with the ADG , DTRTI, Chandigarh.
- (c) The tenderer should ensure that all the scanned copies required to be uploaded online should be of original/true copies of documents which are duly attested/sealed and signed. After the submission of online bids and soft/scanned copies of all relevant documents, the tenderer will be required to submit the duly attested and signed copies (hard copies) to this office. These documents duly complete should be submitted in two separate parts either through post or in person. The first part should be sealed in a separate envelope and superscripted as **"Technical Bid - Quotation for Repair of 10 KVA Generator"**. This should contain all the information which would enable the Income Tax Department to decide on credentials of the tenderers for supplying the required item. The second part will consist of the **"Financial Bid - Quotation for Repair of 10 KVA Generator"** and should be superscripted on the second envelope as such and should also be sealed. Both the envelopes should be sealed in one envelope and duly superscripted as **"Tender for Repair of 10 KVA Generator"** and addressed to the Joint Commissioner of Income Tax(OSD), Room No. 12, 4<sup>th</sup> Floor, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.
- (d) The prospective tenderer should ensure that the documents uploaded on the e-portal are clearly typed and scanned and should be clearly legible. It should also be ensured that the copies of documents uploaded online should exactly match with those submitted physically in this office. Any deviance between the two sets of documents (for e.g. difference in figures/data/signature etc.) will lead to rejection of the tender.
- (e) Tender(s) received beyond the last date of submission shall be summarily rejected and no claim of tenderer shall be entertained in respect of receipt of tenders at a later stage. No tender will be entertained by E-mail or FAX.
- (f) The prospective tenderers may visit this office on or before 10/06/2021 at Room No. 12, 4<sup>th</sup> Floor, DTRTI, SCO: 132-133, Sector-34A, Chandigarh (between 11:00 AM to 05:00 PM) in case of any doubts/clarifications in respect of this tender document. No further issues raised by the parties shall be entertained later on.
- (g) The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.

**2. OPENING OF BIDS:**

The process of opening the bids shall be done on e-Tendering portal only. The prospective tenderers are not required to be present in this office during the analysis of

the bids. The Technical bids of only those parties will be analyzed who have submitted the attested/signed documents as required. Any bids which are not as per the instructions /terms and conditions will be liable to be rejected. Communication in this regard will be made to the bidders through e-portal only.

The Financial bids of only those bidders shall be analyzed who are found to be successful in their Technical bids.

The decision towards finalization of the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only.

### **3. VALIDITY OF OFFER:**

The tenderer will be required to keep the offer open for a period of 90 Days from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

### **4. ACCEPTANCE OF TENDER:**

The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of Income Tax Department who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.

All the tender documents submitted by a tenderer shall become the property of Income Tax Department and the Department shall have no obligation to return the same to the tenderers.

Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then Income Tax Department reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

### **5. EXECUTION OF AGREEMENT:**

The firm whose tender is accepted shall be required to execute an Agreement within fifteen (15) days of the date of issue of communication from this office and start the work from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract.

The tenderer shall treat the contents of the tender documents as private and confidential.

### **6. POSTAL ADDRESS FOR COMMUNICATION:**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

## Annexure - I

### Schedule of work

1. **Nature of Work** – Service, Repair of 10 KVA Cummins make DG Set Engine No.61016222 and for providing connection of generator to the rooms of all the officers rooms, staff room, lecture hall, library, kitchen and other common areas of 3<sup>rd</sup> and 4<sup>th</sup> floor at Direct Taxes Regional Training Institute, SCO 132-133, Sector-34A, Chandigarh.

2. Schedule of quantity:–

Sr. No.	Work to be done	Quantity (No.s)
1	Vibration Pad	2
2	Filter Fuel (Primary)	1
3	Filter Fuel (Secondary)	1
4	Filter Oil	2
5	Element Air cleaner	1
6	Kit Coolant +Radiowash	1
7	Oil 15 W 40 CI4+1/7.5 LTR	1
8	DM Water 1/5LTR	2
9	Oil Extract Bag	2
10	Battery Charger/12V 10A	1
11	Radiator Cleaning	1
12	Multifunction Meter	1
13	Annunciator	1
14	Selector Switch	1
15	Relay	2
16	DC Voltmeter	1
17	Timer	4
18	Relay (4Pin)	2
19	Main Alternator Winding	1
20	AVR	1
21	Head Gasket	1
22	Contacto 32 AH	1
23	Relay (16Pin)	2
24	Battery 12 V 90AH	1
25	Battery Terminal	1
26	Labour Charges	

3. The approximate expenditure for the above work has been estimated at Rs.95,077/ - including GST.

**Terms & Conditions**

1. The intending bidder must read the schedule of work and terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Tenderer shall quote his rate as per various items and conditions of the said form which shall form a part of the agreement.
3. The time allowed to carry out the work will be 30 days from the date of start of work.
4. The contractor / firm have to pay minimum rate of wages fixed by the Govt. of India during the period of execution to all the labour employed.
5. Any damage done to the man, machine and building, existing installations during the execution of work shall be the responsibility of the contractor and same will have to be made good promptly by the contractor at his own cost .
6. It will be the responsibility of the contractor to ensure the use of genuine materials in work. The department reserves the right to get any or all materials inspected by the manufacture or their authorized representatives at any stage of execution of the work or tested from any laboratory.
7. The tender documents consisting of plants, specifications the schedule of quantities 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 except Standard General conditions of contract form - 2014 modified/amended upto last date of receipt of tender can be seen from [www.tender-wizard.com/ INCOMETAX](http://www.tender-wizard.com/ INCOMETAX) free of cost.
8. Copy of enlistment and other documents as specified in tender notice shall be scanned and uploaded to the e-tendering website within the period of bid submission. However certified copy of all the scanned and uploaded documents as specified in tender notice shall have to be submitted by the lowest bidder only within a week physically in the office of tender inviting authority.

9. Online bid documents submitted by intending bidders shall be opened only of those bidders who have deposited earnest money declaration and other documents scanned and uploaded are found in order.
10. The bid submitted shall be opened at 13.00 hrs on 16.06.2021.
11. The bid shall become invalid if:
  - i) The bidder is found ineligible.
  - ii) The bidder does not upload all the documents as stipulated in bid documents
12. The contractor whose bid is accepted will be required to furnish performance guarantee of 3% (three percent) of the bid amount within 15 days of execution of Agreement. The guarantee shall be in the form of Pay order/ Demand draft/ Banker's cheque.
13. Intending firm/agencies are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender. Submission of tender by the firm/agency implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and the rates at which store, tools and plant etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of work.
14. The competent authority does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignments of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the firm/ agency shall be summarily rejected.
15. Canvassing whether directly or indirectly, in connection with the firm/agency is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
16. The bid for the work shall remain open for acceptance for a period of 90 days from the date of opening of financial bid. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department then the bidder shall be



suspended till September, 2021 from being eligible to submit any bids for this office.

17. This notice inviting tender shall form a part of the contract document. The successful firm/ agency, on acceptance of his tender by the Accepting Authority shall within 15 days from the stipulates start of work sign the contract consisting of:-
- a) The notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and rates quoted online at the time of submission of the bid and acceptance thereof together with any corresponding leading thereto.
18. Any damage done due to the main, machine and building, existing installations during the execution of work shall be the responsibility of the contractor and same will have to be made good promptly by the contractor at his own cost to the entire satisfaction of the competent authority.
19. It will be responsibility of the contractor to ensure the use of genuine materials in work. The department reserves the right to get any or all materials inspected by the manufacture of their authorized representatives at any stage of execution of the work or tested from the laboratory.

List of documents to be scanned and uploaded within the period of bid submission:-

- a) Earnest money declaration as given in point 1(b) of submission of tenders- Time limit and Mode .
- b) Copy of electrical contractor license.
- c) Copy of authorized dealership/service provider certificate of Cummins DG Sets (only for Authorized Dealers), valid for the current financial year.
- d) Certificate of registration of GST.
- e) Copy of PAN.

*Alka Kumari*

(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary Tender/Local Purchase  
Committee, DTRTI, Chandigarh.

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**Annexure - III**

**TECHNICAL BID**

**\* This data has to be filed in the Excel Sheet available on e-portal and then uploaded on the same.**

<b>Name of Work</b>		Tender for service, Repair of 10 KVA Cummins make DG Set Engine No.61016222, and for providing connection of generator to the rooms of the Office of the Addl. Director General, DTRTI, Chandigarh
<b>Name of the Firm</b>		
1	Name and Address of registered agency:	
2	Name and Address of Owner Phone/ Mobile No:	
3	PAN & Service Tax Registration (copies to be annexed):	
4	Details of previous experience in Govt. Department/Public Sector Units:	
5	Whether having electrical contractor license(copy to be annexed):	
6	Whether authorized dealer/service provider of Cummins DG Sets, valid for the current financial year. (If yes, copy to be annexed):	
7	Any other remarks:	
8	Whether blacklisted by the Central/State/UT Govt., or any Govt. Organization including PSUs etc:	

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company /agency/owner/contractor will be blacklisted and will not have any dealing with the Department in future.

**(Signature of authorized signatory with date)**

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Annexure - IV

**FINANCIAL BID**

**\* This data has to be filed in the Excel Sheet available on e-portal and then uploaded on the same.**

<b>Name of Work</b>		Tender for service, Repair of 10 KVA Cummins make DG Set Engine No.61016222, and for providing connection of generator to the rooms of the Office of the Addl. Director General, DTRTI, Chandigarh.
<b>Name of the Firm</b>		
1	Name and Address of registered agency:	
2	Name and Address of Owner Phone/ Mobile No:	
3	Total cost of spare parts	
4	Total cost of labour charges	
5	Any other Remarks:	

**Note:** Rates quoted shall be inclusive of Service Tax/GST.

**(Signature of authorized signatory with date)**