



भारत सरकार  
GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT

उप आयकर आयुक्त,  
सर्कल मंडी गोबिंदगढ़ मुख्या सरहिंद  
लिबड़ा कोठी, रेलवे रोड, सरहिंद  
Phone 01763-227051,

O/o the Deputy Commissioner of Income Tax (Admn.),  
Mandi Gobindgarh, Hq. Sirhind  
Libra Kothi, Railway Road, Sirhind  
E-mail : [gobindgarh.dcit@incometax.gov.in](mailto:gobindgarh.dcit@incometax.gov.in)

फा.सा.उप आ.आ./सर्कल/म.गो.ग./2019-20/ 562

दिनांक:- 09/03/2020

To

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

Madam,

**Sub:-Uploading of Tender Notice and its enclosures for Setting of  
Ayakar Sewa Kendras on website of Pr.CCIT, NWR,Chandigarh  
[i.e.www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)- Regarding-**

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Kindly refer to the subject cited above.

In this connection, it is submitted that this office has invited quotation/tender from vendors for Setting of Ayakar Sewa Kendra at Sirhind after getting prior administrative approval from the Local implementation committee vide order sheet dated 26.02.2020. As per guidelines of our department it is necessary to upload the same to the website of Pr. CCIT, NWR, Chandigarh. Hence, you are requested to upload this notice and its enclosures as early as possible.

Yours faithfully,

(Lovish Shelley)

Dy.Commissioner of Income Tax(Admn.)  
Mandi Gobindgarh,Hq.Sirhind.

Encl: As above.

Copy for information:

1. The Pr. Commissioner of Income Tax, Patiala.
2. The Joint Commissioner of Income Tax, Range Mandi Gobindgarh, Gobindgarh.

(Lovish Shelley)

Dy.Commissioner of Income Tax(Admn.)  
Mandi Gobindgarh,Hq.Sirhind.



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फा.सा.उप आ.आ./सर्कल/म.गो.ग./2019-20/563

दिनांक:- 09/03/2020

**NOTICE INVITING QUOTATION/TENDER FOR SETTING UP OF AYAKAR SEWA KENDRA**

The office of the Joint Commissioner of Income Tax, Range Mandi Gobindgarh Hq. Sirhind invites sealed tender for **SETTING UP OF AYAKAR SEWA KENDRA AT INCOME TAX OFFICE SIRHIND.** The terms and conditions of the contract work are available at the office of the Deputy Commissioner of Income Tax (Admn.), Mandi Gobindgarh Hq. Sirhind, Railway Road, Sirhind, which can be collected by interested parties up to 4:00 PM on all working days upto 13.03.2020 or can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). Tender should be delivered in the office of the Deputy Commissioner of Income Tax (Admn.) Mandi Gobindgarh Hq. Sirhind, Railway Road, Sirhind upto 11:30 AM on 16.03.2020.

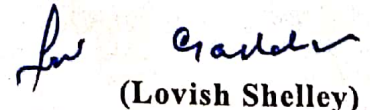
**Last date for obtaining tender forms: 12.03.2020**

**Date & Time for submission of quotations is on or before 16.03.2020 before 11:30 AM.**

**Date & Time of opening of quotations at 3:00 PM on 17.03.2020.**

**Place of opening of Tender Bids- Room No. 6, Ground Floor, O/o the Deputy Commissioner of Income Tax (Admn.), Circle Mandi Gobindgarh Hq. Sirhind, Railway Road, Sirhind.**

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 undersigned in this regard shall be final and binding on all.



(Lovish Shelley)  
Dy. Commissioner of Income Tax(Admn.)  
Mandi Gobindgarh Hq. Sirhind.



Sealed tender is invited from registered suppliers for Setting up of Aayakar Sewa Kendra (ASK) at Income Tax Office, Sirhind.

2. Aayakar Sewa 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" for meeting the general enquires of the 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).
3. As a part of the Govt. of India's e-governance initiative Aaykar Sewa Kendra (ASK) is being created at Income Tax Office, Sirhind. The ASK shall be a computerized centre where facilities for filling returns, applications and other correspondence, through the Income Tax Dept's software, shall be available to the 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 ITO (HQ) of this office.
4. It should be sealed and super-scribed as-
  - (i) "Tender for setting up of ASK Centre at Sirhind – Technical Bid"
  - (ii) "Tender for setting up of ASK Centre at Sirhind – Financial Bid"
- 4.3 Both such envelopes should be placed in a single cover and super-scribed as "Quotation for Setting Up of Aaykar Sewa Kendra (ASK) at Sirhind and should be sent by registered post/E-mail or handed over to O/o the DCIT (Admn.) Mandi Gobindgarh, latest by \_\_\_\_\_ at \_\_\_\_\_ PM. The bids will be opened on \_\_\_\_\_ at \_\_\_\_\_ AM in the office of the DCIT (Admn.) Mandi Gobindgarh (Hq.) Sirhind.
- 4.4 Bidders of their authorized representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Principal Commissioner of Income Tax, Patiala.
- 4.5 The agency/bidder should be agreeable to other terms and conditions as at Annexure-III.
- 4.6 Initially, the technical bids will only be opened. The financial bids will be opened only, if the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid. Rates quoted for ASK Centre should be all inclusive with proper break-up and no separate claims will be entertained whatsoever.
- 4.7 The principal Commissioner of Income Tax, Patiala reserves the right to reject any or all bids at any stage of bid process without assigning any reason.
- 4.8 Technical bid for ASK Centre should accompany the Earnest Money Deposit of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft of any scheduled bank payable at Patiala in favour of the "Zonal Accounts Officer, CBDT, Patiala". The bids without Earnest Money Deposits will be rejected. The EMD of unsuccessful bidder will be returned on completion of bid process. The EMD of successful bidder will be returned on submission of a bank guarantee. (Annexure-IV) of 10% of the total tender value. The Contract shall be awarded to the Agency/Bidder with the lowest bid as per the terms & conditions mentioned in the tender document.

## TECHNICAL BID

1.	Name of the applicant/bidder	
2.	Complete address of the concern alongwith Telephone number, fax number and Email ID.	
3.	Name & address of the proprietor/partners and / or directors of the concern with telephone number.	
4.	Details of contact person (s)	
	Name & address of the person	Tel. No. / Fax No./ Mobile 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)	
6.	Permanent account No. (PAN)	
7.	Registration Number	
8.	Annual turnover during F.Y. 2015-16, 2016-17 and 2017-18 (copies of returns of income field for the A.Ys. 2016-17, 2017-18 and 2018-19 alongwith P&L accounts, balance sheet, etc should be enclosed as evidence)	
9.	List of three reputed clients with nature and value of job done.	
	Name of the client	Work done



	(a)	
	(b)	
	(c)	
10.	GST 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 be allowed any dealing with the Department in future.

(Name and Signature of Authorised Signatory with date)

Annexure-III

## TERMS & CONDITIONS

1. Applicant should submit separate Technical Bid/Financial Bid forms for ASK Centre.
2. Technical bid for ASK Centre Sirhind should accompany the Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any scheduled bank Payable at Patiala' drawn in favour of the 'Zonal Accounts Officer, CBDT, Patiala. The bids without Earnest Money Deposit will be summarily rejected. The EMD of unsuccessful bidder will be returned on submission of a bank guarantee (Annexure-IV) of 10% of the total tender value for a period of one year from the date of completion of work. The performance security withheld shall be refunded to the contract/agency after a period of one year from the date of completion of work. No Interest shall be paid on the Performance Security Deposit.
3. The applicant should have minimum experience of setting up 2 ASK Centre in last three year (Copy of work orders should attached with the Tender Form).
4. The applicant should have consultancy receipts from design and supervision of at least Rs. 25 lakhs for each of the last three Financial Years (2015-16, 2016-17 and 2017-18), which should be supported by copies of IT returns for the AYs 2016-17, 2017-18 & 2018-19.
5. The applicant should be regularly assessed to Income Tax and also have registration under GST.
6. The applicant should give names of atleast three clients of reputed Institutions for judging the quality of work.
7. 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, Sem Government or local body or any other agencies at any point of time.
8. The Civil works broadly includes brick work, creation of wooden/zypsum/glass partitions, flooring, fixing of grills, false ceiling, renovation work, painting etc.
9. It is prerequisite to use termite proof branded quality plywood/zypsum with a guarantee of 5 years for internal partitions and other civil works. Similarly, branded & fireproof electrical cables/switches & other installations, furniture should be of superior quality. The entire floor area and other points from which wooden structural erections are emanating should be given complete termite treatment.
10. The financial bid for ASK Centre, Sirhind shall be submitted for civil works, interior and electrical & interior works, fixtures, furniture & decorative items and any other specified works. The financial bid should also include cost of shifting of offices in the space allocated to the ASK and other related work. The financial bid shall be evaluated on the basis of cumulative total and the lowest bid shall be eligible for allotment of work.
11. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested. The rates should be inclusive of all taxes.
12. Rates/Quotations should be submitted and signed by the firm/agency with its current business address.
13. The bidder shall sign and stamp each page of his bid document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
14. The bidder must comply with the rates/quotations, specifications and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the bidder in the rate/quotation and accepted by the department.
15. Furnishing of false, misleading, inaccurate information or particulars in the bid document or in any other manner shall lead to the disqualification of the bid and the bidder at any stage or time. It shall also lead to termination of the contract, if awarded.
16. The tender to whom the work is awarded would furnish name, address and contact number or 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.



17. During the period of the execution of work. Change in rates will not be entertained under any circumstances.
18. The Principal Commissioner of Income Tax, Patiala will have the final right to elect the suitable bidder most suited and responsive to its requirement.
19. No advance shall be paid on allotment of work, Part payment 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.
20. The payments will be made out of the sanctioned budget allocated to the concerned DDO after satisfactory execution of work. TDS would be deducted as per the provisions of Income Tax Act, 1961.

**SCOPE OF WORK:**

21. The recipient of contract is required to set up the ASK centre as per specifications in the documents available with the DCIT (Admn.) Mandi Gobindgarh, (Hq.) Sirhind. However, the exact use of space for creation of ASK Centre and also scope of civil, electrical and miscellaneous works can only be ascertained by site visit. The contract includes provision of computers including required software with antivirus, printers, air-conditioners, LCD, UPS with 3 hour back-up and other electrical items, equipment and furniture as per the specifications in the documents which will be provided on request.
22. The recipient of the contract will also be required to do other incidental works including the works arising out of shifting of office equipments/furniture in space allocated to the ASK. The work shall be specified during physical inspection by the recipient.
23. The material to be used shall be as per the specifications given in the document available with the DCIT (Admn.) Mandi Gobindgarh (Hq. Sirhind).
24. The recipient shall design the ASK centre with respect to the space available, subject to the specifications mentioned in the document and get the design approved from the Principal Commissioner of Income Tax-2, Patiala.
25. The recipient shall complete the work of ASK within **10 days** from the date of receipt of work order.

We agree to the above terms and conditions.

Signature with Date.....

Name of the Firm.....

**FORM FOR PERFORMANCE GUARANTEE**  
(In connection with setting up of ASK Center at.....)

To,

Through DDO, .....

Whereas.....(Name of address of the agency)..... has  
Undertaken in pursuance of contract No.....dated.....for setting up of  
ASK centre, at

AND WHEREAS it has been stipulated by you in the said contract that the Agency shall furnish  
you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as  
security for compliance with its obligation in accordance with the contract;

ANDWHEREAS we have agreed to give Agency such a bank guarantee;

NOW, Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the  
agency, upto a total of.....(Amount of the guarantee in words and figures), and we  
Undertake to pay you, upon your first written demand declaring the Agency to be in default the limits of  
(Amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your  
demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before  
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract  
to be performed there under or any of the contract documents which may be made between you and  
Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of  
any such change, addition or modification.

This guarantee shall be valid until the..... day of ..... 2019.

(Signature of the authorized officer of the Bank)  
.....

Name and designation of the officer  
.....

Seal name & address of the bank and address of the Branch (Bank's common seal)



## FINANCIAL BID

1.	Name of the Proprietor/Registered Firm	
2.	Address of the concern (with Tel. No., Fax No. & Email)	
3.	Authorised contact person(s) (with mobile number).	
4.	Cumulative cost of the Project (i.e. aggregate of cost quoted for various works listed below for setting up of ASK centre).	

[Note : All materials and equipments supplied must meet the standards including brand and quality specified in the STANDARD BRANCH LAYOUT AND SPECIFICATION BOOKLET FOR SEVOTTAM CENTRES which may be obtained from the Income Tax Officer (Hq), O/o Principal Commissioner of Income Tax-2, Aaykar Bhawan, Patiala.

Sr. No.	Description of work	Amount
1.	Civil work (Detailed break up of nature of work and amount to be enclosed).	
2.	Electrical & Interior Works (Detailed break up of nature of work and amount to be enclosed).	
3.	Fixutre, Furniture & Decorative (Detailed break up of nature work and amount to be enclosed).	
4.	Other costs, if any (Detailed break up of nature of work and amount to be enclosed).	
	TOTAL	
5.	Proposed design / drawing of ASK Centre (CAD drawing) to be enclosed	

(Name and Signature of Authorised Signatory with date)