



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX,
AAYAKAR BHAWAN, NO. 26/11, RESIDENCY ROAD, NAZARBAD, MYSURU – 570010.

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As a part of Govt. of India's e-governance initiative, Aayakar Seva Kendra (ASK) is being created at Income Tax office, Court Road, Chickamagaluru - 577101. The ASK shall be computerized center where facilities for filling of returns, applications and other correspondence, through the Income Tax Department's software, shall be available to 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 this office which can be inspected during office hours at the above address.

MODE OF SUBMISSION OF TENDER

1. The sealed bids shall be addressed to the office of The Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010.
2. The bidders are required to submit duly filled Technical Bid and Financial Bid (Annexure- I & II. It should be written boldly on the top of the envelope (each separate envelope) as Technical Bid and Financial Bid. Both envelopes should be submitted in a single sealed cover duly addressed and superscribed with "Tender for Aayakar Seva Kendra, Chickamagaluru"- Technical / Financial Bid as the case may be. The bidder will be short listed on the basis of their competence after opening the Technical Bid.
3. **Technical Bid :**
 - i. The technical bid should be as per Annexure I and should be supported by the document indicated in the said Annexure.
4. **Financial Bid.**
 - i. The tender document marked as Annexure II itself is a "Financial Bid".
 - ii. The financial bid shall be given separately for civil work, interior and electrical work, furniture fixture and decorative items.
 - iii. The financial bid should also include cost of shifting of offices in the space allocated to the ASK and other related work.
 - iv. The financial bid shall be evaluated on the basis of cumulative total of all three quotes and the lowest bid shall be eligible for allotment of work.
5. Initially only the technical bid will be opened. The Financial bid will be opened, only if, the applicants is selected on the basis of technical bid.
6. Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, taxes, etc., No revised bid shall be entertained under any circumstances.

7. The financial bid of only those bidders who are short listed on the basis of technical bid will be opened and the bid with lowest quotation amongst the opened bids will normally be approved.
8. The last date of receipt of sealed tender is 24th January, 2017 till 17:30 hrs. The said tenders should be submitted to The Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010 between 10:00 hrs to 17:30 hrs on all working days.
9. The tenders will be opened by the Tender Committee at 11:00 hrs on 25th January, 2017 in the O/o the Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010 in the presence of such bidders or their authorized representative duly authorized by the tenderer who are present at the time of opening of the tenders.
10. If, in case of unforeseen circumstances or administrative requirements, the applications cannot be opened on the above mentioned date and time, the same will be opened on a subsequent date as would be notified to the tenderers.
11. Tenders submitted beyond the due date mentioned above will not be considered under any circumstances.
12. The tender details are also available at Notice Board, The Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010 and website www.incometaxbengaluru.in
13. This office reserves the rights to postpone / and / or extend the date of receipt, opening of bids or to withdraw the same without assigning any reason thereof.
14. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, re-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.
15. Rates / Quotation should be submitted and signed by the firm / agency with its current business address.
16. The bidder shall sign and stamp each page of this 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.
17. The bidder must comply with the rates/ quotations, specification 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.
18. The Earnest Money Deposit (EMD) (returnable if the bid is not successful of Rs.25,000/- (Rupees Twenty Five Thousand only) through demand draft favoring "The ZAO, CBDT, Bengaluru" should be enclosed with the Technical bid. No interest will be payable on the EMD. The EMD of the successful bidder will be retained till the completion of the contract. In case the successful bidder fails to sign the contract or does not start the assigned work in stipulated time, the EMD will be forfeited.
19. For any clarification in the matter , prior appointment may be made with Shri H S Shivaramu, Income-tax Officer, (HQ) – 1, O/o the Pr.CIT, Mysuru at the office on the telephone no. 0821 2449801 during the office hours.
20. **The Scope of Work :-**
 - (i) The recipient of contract is required to create the ASK as per the specification In the documents available with The Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010. However, the exact use of space for creation of ASK can only be ascertained by site visit.

- (ii) The recipient of the contract will also be required to do other 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.
- (iii) The recipient shall carry out the work subject to approval by The Additional Commissioner of Income-tax, Hassan Range, Hassan (Nodal Officer) or any other person nominated by him for the same.
- (iv) The material to be used shall be as per the specifications given in the document available with The Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010.
- (v) The recipient shall design the ASK 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, Davangere or an officer duly authorized.
- (vi) The recipient shall complete the work of ASK within four weeks of receipt of work order.

Eligibility Criteria:

1. The applicant should be having experience of at least 10 years in design of commercial / office space (preferably in setting up of ASK centre in the Income-tax Department) and supervision of the work as per design.
2. The applicant should have consultancy receipts from design and supervision of at least Rs.25 lakhs for the last three Financial Years.
3. The applicant should be regularly assessed to income-tax and also have registration under service tax and VAT.
4. The applicant should be able to give names of at least three clients of repute for judging the quality of work, if so required.
5. 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, semi Government or local body or any other agencies at any point of time.

A self certificate to this effect (on all the above points) should accompany the technical bid.

INSTRUCTIONS TO THE BIDDERS:

1. The tender forms comprising of Eligibility and qualification criteria and Financial bid, duly filled and complete in all respects shall be submitted in single sealed cover to The Pr. Commissioner of Income Tax, Aayakar Bhawan, No. 26/11, Residency Road, Nazarbad, Mysuru – 570 010.
2. The following information should be clearly indicated on the envelope.
 - a. Closing Date of Tender.
 - b. "Tender of Aayakar Seva Kendra, Court Road, Chikamagalur 577101".

- c. Name and Address, contract number of the firm / entity.
- 3. Each page of the Tender document should be signed by the bidder with seal of the Agency/ Firm as a token of having read and understood the terms and conditions therein and to be submitted along with the bid form.
- 4. The rates quoted are to be written in both figures and words.
- 5. The rates should be inclusive of all taxes / charges.
- 6. The bid may be rejected if it is not complete in any respect.
- 7. Furnishing of false, misleading, inaccurate information or particulars in the bid documents or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded and no compensation in this regard shall be paid.
- 8. The tenderer to whom the work is awarded would furnish name, address and contract number of 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.
- 9. During the period of the execution of work, change in rates will not be entertained under any circumstances.
- 10. The Principal Commissioner of Income Tax, Mysuru will have the final right to elect the suitable bidder most suited and responsive to its requirement.

TERMS OF PAYMENT:

No advance shall be paid on allotment of work. Payment for ASK shall be made only after satisfactory completion of at least the civil work involved. Further payment shall be made on completion of work of electrical and interior work. Final payment shall be made on satisfactory completion of the entire work.

We agree to the above terms and conditions.

Signature with Date _____

Name of the Firm _____

Seal _____

(ENCLOSURES: ANNEXURES CONTAINING THE WORK / MATERIAL SPECIFICATIONS)

ANNEXURE – I	
TECHNICAL BID DOUCMENT	
1.	Name of the Applicant / Bidder
2.	Complete Address of the concern along with the Tele No. Fax No. and email ID
3.	Name and address of the proprietor / partners and / or Directors of the concern with Tele No.
4.	Details of contract persons (s)
	Name and address of the person
	Tele. NO.
5.	A brief note on the background of the applicant including professional qualification and experience in the field of designing and supervision of office / commercial projects (not to exceed 200 words)
6.	Permanent Account No. PAN
7.	Annual turnover during the FY 2013-14, 2014-15 and 2015-16 (copy of return of income filed along with P & L account, Balance Sheet, etc should be enclosed as evidence.
8.	List of three reputed clients with nature and value of job done.
9.	ST / VAT & Service Tax 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 have any dealing with the Department in future.

(Name and signature of Authorized Signatory with date)

ANNEXURE - II

FINANCIAL BID DOUCMENT

1.	Name of the Proprietor / Registered Firm	
2.	Address of the concern (With Tel. No. Fax and E-mail)	
3.	Authorized contact person(s) (with mobile number)	
4.	Cumulative cost of the Project ie., Aggregate of cost quoted for various works listed below.	
	Sr. No. Description	Amount
	01. Civil Work	
	02. Electrical & Interior Work	
	03. Furniture fixture & decorative items, including branding	
	04. Computers, printers and other Electronic equipments	
	05. Other costs (Specify)	
	Total	

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(Name and signature of Authorized Signatory with date)