सत्यमेव जयते

OFFICE OF THE
BUILDING – IN - CHARGE
COMMISSIONER OF INCOME TAX (EXEMPTION)
Room No. 617, 6TH FLOOR, PIRAMAL CHAMBERS, PAREL, MUMBAI 400 012.
EPABX : 24132421 Extn. 2617

No.CIT(Exem)/Building-In-Charge/Tender/2018-19 Dated : 22/01/2019

-:: TENDER NOTICE ::-

Subject : Inviting quotations for Supply and fixing of Signage Boards at Income Tax Office, Piramal Chamber, Lalbaug, Mumbai.

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The Commissioner of Income-tax (Exemption), Building-In-Charge, Piramal Chambers, Parel, Mumbai invites quotations under two bids system, in sealed covers from reputed parties for Signage work at Income Tax Office, Piramal Chamber, Lalbaug, Mumbai.

The schedule for processing of tender is as under :-

1. Original tender dates : From **22.01.2019 to 24.01.2019 upto 1.00pm**
2. Opening of tender : **On 24/01/2019 at 3.30pm** in Room No.602, Piramal Chambers, Parel, Mumbai – 400 012

Quotation should be sent in sealed envelopes superscribed as for Signage work at Income Tax Office, Piramal Chamber, Lalbaug, Mumbai. and should reach the office of the Jt. CIT, Range-24(1), Room No.602, 6th floor, Piramal Chamber, Parel, Mumbai – 400 012 on or before the last date as specified above.

If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working day at the same time.

Detailed tender document can be obtained from the O/o Caretaker, Ground floor, Piramal Chambers, Parel, Mumbai – 400 012 or downloaded from the department's website www.incometaxindia.gov.in.

(KISHOR KALE)
Administrative Officer(E)(BIC)

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Mumbai.

MODE OF SUBMITTING BIDS

1. The bid shall consist of two parts – **Technical Bid** and **Financial Bid.** Both the bids are to be placed in two sealed envelopes (clearly super scribing 'Technical Bid' and "Financial Bid") which is turn are to be placed in one sealed cover. The Bids of all parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith.
2. **Technical Bid** should contain copy of this tender document along with terms and conditions signed with stamp on every page, 'Contractors Information Format' and EMD while the **Financial Bid** should contain price quoted by them. The Financial Bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidder's Financial Bid shall be returned unopened.
3. The Technical Bids will be opened on the date and time specified above. The tendered or his authorized representative duly authorized by a letter of authority may be present at the time of opening the tender. After Preliminary scrutiny of Technical Bids, verification of credentials, the Price Bids of only those bidders whose Technical Bids are found eligible will be opened at a later date.

CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

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TERMS AND CONDITIONS

1. The applicant must have a proven track record of at least 3 years in supplying as per enclosed list.
2. The Contractor shall not assign or subcontract any of its responsibilities contained in this contract to any agent, sub-agent or subcontractor.
3. The name and telephone number of the contractor/supplier will be conveyed to the Caretaker, Piramal Chamber, Parel, Mumbai for day-to-day coordination.
4. The Commissioner of Income-tax (Exemption), Building-In-Charge, Piramal Chamber, Parel, Mumbai, will not be bound to award contract for purchase of all items in Annexure to one supplier/contractor, rather, the Commissioner of Income-tax (Exemption), Building-In-Charge, Piramal Chambers, Parel, Mumbai reserves the right to conclude parallel rate contracts with a number of suppliers and place orders on any of such firm for any number of articles that may be the most economical to it or suitable to its requirements.
5. The items as per the approved specifications should be supplied within two days from the date of receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cost per day of delay, if the delay is attributed to the supplier).
6. The payment to the contractor can be withheld in case of unsatisfactory work/poor quality material or the contract can be terminated by the Commissioner of Income-tax (Exemptions), Building-In-Charge, Piramal Chambers, Parel, Mumbai on account of unsatisfactory work/poor quality material by giving a month's notice. This will be binding on the contractor.
7. The firm whose rates are found to be lowest may be required to display sample of non-branded items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate after satisfaction of sample supply.
8. Stores are required to be delivered at the office of the Commissioner of Income-tax (Exemptions), Building-In-Charge, Piramal Chambers, Parel, Mumbai on free delivery without any extra charge.
9. In case a supplier is not able to supply the above which have been requisitioned on urgent basis on telephone without formal supply orders within the stipulated period of time, the supply order shall be cancelled

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10. The Commissioner of Income-tax (Exemptions), Building-In-Charge, Piramal Chambers, Parel, Mumbai, will not accept any duplicate/sub standard items. If the supplier is not able to supply the items as per sample, appropriate action will be taken against the firm i.e. imposition of the penalty, cancellation of contract or blacklisting the firm etc.
11. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.
12. GUARANTEE/WARRANTY : If any of the goods supplied has warranty/guarantee attached with it by manufacturer or dealer or distributor, the supplier contractor will be responsible to make such warranty/guarantee available for such goods and the supplier contractor will be responsible for doing all required liaison in this
13. The decision of the Commissioner of Income-tax (Exemptions), Building-In-Charge, Piramal Chambers, Parel, Mumbai, shall be final as to the quality of the stores and shall be binding upon the tenderes and in case of supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
14. No advance payment will be made.

    Payment will be made as per Government norms & procedure after submission of bill. Advance payment will not be made under any circumstances. All payments will be made by electronic payment to supplier contractor's bank account as will be provided by the latter.
15. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one whichever is lower.
16. If the successful tenderers fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
17. The Competent Authority reserves the right to change the relevant dates; to accept or reject partly or fully all or any of the applications; or cancel all tenders without assigning any reasons whatsoever.
18. Any bid not complying with requirements/conditions either wholly or partially shall be liable for

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rejection.

19. The decision of Tenders Purchase Committee shall be final with regard to technical bids.
20. The Financial Bid shall be opened of successful technical bidder only.
21. The firm should not have been blacklisted/debarred by Govt. of India or any other PSU during last five years.
22. The firm should have minimum three years experience of similar work.
23. Price quoted should be for an individual contract basis and include all royalties, duties, taxes, octroi any other taxes as applicable.
24. **The tender notice alongwith terms and conditions, duly signed and sealed, should be submitted along with the technical bid as evidence of acceptance of the same.**
25. Tax deduction at source as per law will be made from bills while making payments.
26. All the rights are reserve with CIT(E)(BIC), Mumbai is case of any dispute relating to this contract.

Purpose and scope of Signage Board .

The purpose of Signage board work is that Entrance gate and parking gate of department must look presentable . Contractor has to undertake all such jobs / activities required to both Signage board in both Entrance in a presentable condition for all the time.

Description of Signage board work to be executed with new materials.

1. **Main Entrance Signage (1)**

Signage size 14.5′ x 42″

GOVT. OF INDIA – भारत सरकार – 3″ height (red colour)

INCOME TAX OFFICE – 6.75″ height (red colour)

आयकर कार्यालय – 6.75″ height (red colour)

Address – 2″ height (black colour)

Logo size 30″ x 18″

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Details :-

- Back sheet in 3mm white acp panal with aluminum (2 x 1 square pipe) structure
- "GOVT. OF INDIA – भारत सरकार Letters in 6 mm red acrylic cutout
- Other red letter in 3mm red acrylic box letters.
- logo in vinyal sticker and 6mm acrylic cutout (both logo)
- Address in black vinyal cutting

* (**Please refer to Annexure -2**)

2. **Parking Entrance Signage (1)**

Signage size 16' x 42"

GOVT. OF INDIA – भारत सरकार – 3" height (red colour)

INCOME TAX OFFICE – 7.5" height (red colour)

आयकर कार्यालय – 7.5" height (red colour)

Address – 2" height (black colour)

Logo size 30" x 18"

Details :-

- Back sheet in 3mm white acp panal with aluminum (2 x 1 square pipe) structure
- "GOVT. OF INDIA – भारत सरकार Letters in 6 mm red acrylic cutout
- Other red letter in 3mm red acrylic box letters.
- logo in vinyal sticker and 6mm acrylic cutout (both logo)
- Address in black vinyal cutting

* (**Please refer to Annexure -3**)

3) Led spot light with bracket (Qnt 4 nos)

Signature with stamp

Date :

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Place :

Name and address

FINANCIAL BID

(For Signage board work)

S. No.	WORK TO BE DONE IN	RATE(RS.)
1.	**Entrance Gate signage** Signage size 14.5' x 42" GOVT. OF INDIA – भारत सरकार – 3" height (red colour) INCOME TAX OFFICE – 6.75" height (red colour) आयकर कार्यालय – 6.75" height (red colour) Address – 2" height (black colour) Logo size 30" x 18"	
2.	**Parking Gate Signage** Signage size 16' x 42" GOVT. OF INDIA – भारत सरकार – 3" height (red colour) INCOME TAX OFFICE – 7.5" height (red colour) आयकर कार्यालय – 7.5" height (red colour) Address – 2" height (black colour) Logo size 30" x 18"	

Date

signature of bidder along with stamp

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Place

ANNEXURE – 1

TO BE SUBMITTED WITH TECHNICAL BID

CONTRACTORS INFORMATION FORMAT

1. Name of the Tenderer :
2. Address and telephone no.:
3. Status of the tenderer : Company / Firm / Proprietary
4. Name of Partners/Directors
5. Total value of Annual turnover/Sales : For the last 3 years (Enclose copies of financial statement)
6. Income Tax Return for the last three years, Ward/Circle and PAN
7. Details of Service Tax & VAT Registration No.
8. Bank Details required for making payments through RTGS and submit a photocopy of cancelled cheque.
9. Details of similar work done with Govt. Department, other reputed organizations. (Enclose copies)

Date :

Place :

Signature with stamp

Name and address

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भारत सरकार

कार्यालय आयकर आयुक्त (छूट), मुंबई

कमरा सं. 617, छठी मंजिल, पिरामल चेम्बर, लाल बाग, मुंबई – 400012.

सं. आ.आ.(छूट) /निविदा सुचना /2018-19 दिनांक: 22/01/2019

:-निविदा सुचना :-

विषय :- आयकर कार्यालय, पिरामल चैम्बर, लालबाग, मुंबई में नामपट्ट खरीदने एवं स्थापित करने के लिये भावविवरण प्रस्तुत करने हेतु.

आयकर आयुक्त (छूट) ईमारत प्रभारी, पिरामल चैम्बर, लालबाग ,मुंबई. के कार्यालय में भावविवरण प्राधिकृत एवं प्रतिष्टित ठेकेदारोसे दो बोली प्राणाली (तकनीकि एवं वित्तीय) के अंतर्गत मुहरबंद लिफाफे मे निविदा आमंत्रित करते है.

निविदा के प्रक्रीया की समय सारणी नीचे दी गयी है.

1. मूल निवीदा दिनांक : 22.01.2019 से 24.01.2019 दोपहर 01.00 बजे तक.
2. निविदा का प्रारंभ : 24.01.2019 को दोपहर 03.30. बजे . कमरा संख्या 602, पिरामल चैम्बर, लालबाग, मुंबई.- 400 012 में.

नामपट्ट कार्य का भावविवरण मुहरबंद लिफाफे मे आयकर कार्यालय, पिरामल चैम्बर, लालबाग ,मुंबई मे प्रस्तुत होना चाहिए और उपरोक्त समय सीमा के पहले सयुक्त आयकर आयुक्त, रेंज 24(1), कमरा संख्या 602, पिरामल चैम्बर, लालबाग, मुंबई में उपलब्ध होना चहिये.

यदि, निवीदा प्रक्रिया कोई विशिष्ट कारणोसे प्रारंभ नहीं हो सकी तो वह प्रक्रीया उसी समय अगले कार्यदिवस में शुरु कि जायेगी.

निविदा विवरण की प्रत सुरक्षा आधिकारी के कार्यालय निचली मंजिल, पिरामल चैम्बर, लालबाग ,मुंबई से प्राप्त की जा सकती है. अथवा विभागीय वेब साइट www.incometaxindia.gov.in से डाउनलोड की जा सकती है.

(किशोर सो. काळे)
प्रशासनिक आधिकारी (छूट) ईमारत प्रभारी,
मुंबई.

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