



मुख्य आयकर आयुक्त का कार्यालय

Office of the Chief Commissioner of Income-tax

आयकरभवन, प्लाटसं. 5 ई.डी.सी., कॉम्प्लेक्स, पाटो, प्लाजा, पणजी - गोवा

Aayakar Bhavan, No. 5, EDC Complex, Patto Plaza, Panaji, Goa-403001

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F.No. Ask Centre R&M/CCIT/PNJ/2025-26

Dated: 11.06.2025

निविदा अधिसूचना/ TENDER NOTIFICATION

आयकर सेवा केंद्र, भू-तल, आयकर भवन के अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना हेतु
FOR SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK
AT ASK CENTRE, AAYAKAR BHAVAN, PATTO PLAZA, PANAJI-403001

1. मुख्य आयकर आयुक्त कार्यालय, पणजी, प्रतिष्ठित ठेकेदारों से आयकर सेवा केंद्र, भू-तल, आयकर भवन, पट्टो प्लाजा, पणजी, गोवा - 403001 के अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना के लिए दो बोली निविदा [तकनीकी और वित्तीय बोली] आमंत्रित करते हैं। /The Chief Commissioner of Income-tax, Panaji office invites two-bid tender [Technical and Financial bid] from reputed contractors for **SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK** at ASK CENTRE, GROUND FLOOR, AAYAKAR BHAVAN, PATTO PLAZA, PANAJI-403001

2. बोलीदाताओं से अनुरोध है कि वे विभाग की आधिकारिक वेबसाइट लिंक www.incometaxkarnatakagoa.gov.in/tender के माध्यम से निविदा अधिसूचना के प्रकाशन की तिथि 11.06.2025 से 20.06.2025 तक बोली फॉर्म प्राप्त करें। बोली को दिनांक 20.06.2025, 06:00 PM तक या उससे पहले हाथ से या स्पीड पोस्ट के माध्यम से मुख्य आयकर आयुक्त कार्यालय, द्वितीय तल, आयकर भवन, पट्टो प्लाजा, पणजी, गोवा में प्रस्तुत किया जाना चाहिए।/ The Bidders are requested to obtain the bid forms through official website link www.incometaxkarnatakagoa.gov.in/tender from the date of publication of tender notification from 11.06.2025 to 20.06.2025. The bid form must be submitted to by hand or through speed post on or before 20.06.2025, 06:00 PM in O/o. The Chief Commissioner of Income-tax, 2nd Floor, Aayakar Bhavan, Patto Plaza, Panaji, Goa

3. बोली दस्तावेज़ में पूर्व बोली बैठक, प्रस्तुतिकरण और बोलियों के आरंभ की समय-सीमा का उल्लेख किया गया है। /The timelines for the pre bid meeting, submission and opening of bids are mentioned in the Bid document.

Nagaraj G. Anklekar
Income-Tax Officer (HQ)
O/o. The Chief Commissioner of Income-tax
Panaji, Goa

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

सेवा में/To

आयकर सेवा केंद्र, भू-तल, आयकर भवन, पट्टो प्लाजा , पणजी , गोवा - 403001 में अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना हेतु अनुभवी/वित्तीय/बुनियादी ढांचा/श्रम शक्ति की क्षमता रखने वाले प्रतिष्ठित संविदाकारों से मुहरबंद निविदाएं बिड दस्तावेजों के प्रासंगिक खंडों के अनुसार आमंत्रित किया जाता है। कार्य के दायरे में आपूर्ति और स्थापना अनुकूलित आंतरिक कार्य से जुड़े सिविल और विद्युतीकरण कार्य भी शामिल होंगे। Sealed Tenders for SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK for ASK CENTRE, GROUND FLOOR, AAYAKAR BHAVAN, PATTO PLAZA, PANAJI-403001 from reputed contractors with experience/financial / infrastructure / manpower capabilities in accordance with relevant clauses of the Bid Document is hereby invited. The scope of work will also include civil and electrical work associated with the supply and Installation of Customised Interior Work.

1.1 दिशा-निर्देश निम्न-प्रकार हैं : / The overall guidelines are as under:

1.1.1	कार्य की प्रकृति एवं कार्यक्षेत्र / Nature and scope of work	आयकर सेवा केंद्र, भू-तल, आयकर भवन, पट्टो प्लाजा , पणजी , गोवा - 403001 में निराकरण और आपूर्ति एवं अनुकूलित आंतरिक कार्य की स्थापना SUPPLY & INSTALLATION OF CUSTOMISED INTERIOR WORK as specified for ASK CENTRE, GROUND FLOOR, AAYAKAR BHAVAN, PATTO PLAZA, PANAJI-403001
1.1.2	बिड का प्रकार / Type of Bid	दो-बिड/ TWO BID- तकनीकी एवं वित्तीय बिड /Technical and Financial bids
1.1.3	निविदा की अवधि / Contract Period & Penalty	क्रय आदेश जारी होने की तारीख से 30 दिनों के बाद तक। / 30 days from the date of issue of Work Order. <i>अनुबंध अवधि के बाद 15 दिनों की अनुग्रह अवधि होगी। उसके बाद बोलीदाता पर प्रति दिन अनुबंध मूल्य का 0.1% जुर्माना लगाया जाएगा। / There will be a grace period of 15 days post contract period. After that a penalty of 0.1 % of the contract value will be levied per day on the bidder.</i>
1.1.4	जमा अग्रिम राशि / Earnest Money Deposit	अनुबंध मूल्य का 5%। 5 % of the contract value.
1.1.5	ईएमडी की वैधता / Mode Validity of E.M.D	कैंसल किया गया मांग ड्राफ्ट /भुगतान आदेश /आंचलिक लेख अधिकारी, केन्द्रीय प्रत्यक्ष कर बोर्ड, पणजी के नाम से किसी भी राष्ट्रीयकृत बैंक द्वारा जारी चेक जिसकी वैधता तकनीकी/वित्तीय बिड की आरंभ होने की तिथि से 90 दिनों तक हो। Crossed DD / Pay Order / Bankers Cheque issued by Scheduled/Nationalised Banks drawn in favour of ZAO, CBDT, Panaji valid for at least 90 days from the date of Technical /Financial Bid opening.
1.1.6	सुरक्षा जमा राशि / Security Deposit/	क्रय आदेश के मूल्य का 5 प्रतिशत। 5% of the value of purchase order.

	Performance Bank Guarantee	
1.1.7	सुरक्षा जमा राशि की वैधता Validity of Security Deposit	निविदा की समाप्ति के 90 दिनों के पश्चात 90 days after expiry of Contract.
1.1.8	निविदा दस्तावेज निम्नलिखित वेबसाइट पते से प्राप्त किया जा सकता है./The tender document can be obtained from the below mentioned official website address: www.incometaxkarnatakagov.in/tender	
1.1.9	अवधि/दिनांक एवं बिड दस्तावेज जारी होने का समय Period /Dates & Time of issue of Bid Document	From 11.06.2025 to 20.06.2025
1.1.10	बिड समाप्ति की तिथि एवं समय (बिड जमा करने की आखिरी तारीख) Date & Time of Closure of bid (Last date of submission of Bids)	20.06.2025 till 06:00 PM
1.1.11	तकनीकी बिड के आरंभ की तिथि एवं समय / Date & time of opening of Technical Bid	21.06.2025 at 11:00 AM
1.1.12	वित्तीय बिड के आरंभ की तिथि एवं समय /Date & Time of opening of Financial Bid	21.06.2025 at 01:00 PM
1.1.13	बिड की वैधता / Bid Validity	बिड के खोलने के 30 दिनों के पश्चात 30 days from date of opening of bids
1.1.14	कार्य आरंभ होने की तारीख/ Date of commencement of work	कार्य आदेश में अंकित दिनांक Date which is indicated in Work order

1.2 निविदा आमंत्रण सूचना के अनुसार ही बिड की प्रक्रिया पूरी की जाएगी। The bid process shall be as detailed in this Notice Inviting Tender (NIT).

1.3 बिड प्रक्रिया में भाग लेने से पूर्व सभी संविदाकारों से अनुरोध है कि वो पूरे दस्तावेज का अध्ययन करें एवं पूर्ण रूप से हस्ताक्षरित संलग्न बिड प्रपत्र को जिसे यह प्रमाणित किया जा सके आपने सम्पूर्ण दस्तावेज का अध्ययन किया है। The Contractors are requested to study the full document before participating in the bid process and submit the Bid Forms enclosed, with signature on all the pages of the bid document as a proof of having read it.

1.4 बिड का प्रस्तुतीकरण / SUBMISSION OF BID:

1.4.1 बोलीदाताओं से अनुरोध है कि वे बिड प्रपत्रों को विधिवत भरकर, एक सीलबंद लिफाफे में, जिसके ऊपर " निराकरण, आपूर्ति और स्थापना आपूर्ति और अनुकूलित आंतरिक कार्य की स्थापना" लिखा हो, और उसे श्री नागराज आंकलेकर , आयकर अधिकारी (मुख्या.), मुख्य आयकर आयुक्त कार्यालय , पणजी, दूसरा मंजिल, आयकर भवन, पट्टो प्लाजा, पणजी, गोवा- 403001 के सामने प्रस्तुत करें। सील बंद लिफाफे में तकनीकी और वित्तीय बोलियां तीन अलग-अलग लिफाफों में निम्नानुसार होना चाहिए । The bidders are requested to submit competitive offer by duly filling in the bid forms only through post or in person, in a sealed cover super scribed " **DISMANTLING, SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK**" to Shri Nagaraj Anklekar, ITO (HQ), O/o. The Chief Commissioner of Income-tax, 2nd Floor, Aayakar Bhavan, Patto Plaza, Panaji, Goa- 403001. The sealed cover shall carry the technical and financial bids in three separate envelopes as under:

a. प्रथम लिफाफे में "अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना के लिए तकनीकी बोली" अंकित होना चाहिए / Envelope-1 marked as **Technical Bid for SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK** and

b. द्वितीय लिफाफे में अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना के लिए वित्तीय बोली अंकित होना चाहिए / Envelope-II marked as **Financial Bid for SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK** and

c. तीसरे लिफाफे को डिमांड ड्राफ्ट के माध्यम से अनुबंध मूल्य के 5% की ईएमडी राशि के रूप में / Envelope-III marked as EMD amount of 5 % of the contract value by way of Demand Draft.

1.4.2 तकनीकी बोली दस्तावेज के साथ निम्नलिखित दस्तावेज प्रस्तुत किए जाने हैं :/The following documents shall be furnished along with the Technical Bid Document:

- (a) वित्त वर्ष 2022-23, 2023-24 एवं 2024-25 में पूरे किए गए समान कार्यों की सूची।
List of similar works completed during the FYs 2022-23, 2023-24 and 2024-25.
- (b) वस्तु एवं सेवा कर की पंजीकरण की एक प्रति/ Copy of Registration of GST.
- (c) पैन /पैन आवंटन पत्र Copy of PAN Card/PAN allotment letter.

1.4.3 मुख्य आयकर आयुक्त कार्यालय, पणजी डाक के माध्यम से भेजे गए बिड की विलंब से प्राप्ति, बिड के गुम हो जाने या बिड समय प्राप्त न होने के लिए जिम्मेदार नहीं होगा. The Office of the Chief Commissioner of Income-tax, Panaji will not be responsible for delay, loss or non-receipt of bids in time if sent by post.

1.4.4. फैक्स/ई-मेल/टेलिग्राफ से भेजे गए बिड स्वीकृत नहीं किए जाएंगे । Fax/Email/Telegraphic submission of bids shall not be accepted.

1.5 बोलीदाता द्वारा उनके बिड के साथ प्रस्तुत की जाने वाली जानकारी । बोलीदाताओं से अनुरोध है कि वे अपना बिड प्रपत्र निम्नलिखित जानकारी के साथ प्रस्तुत करें (पत्र शीर्ष में प्रस्तुत किया जाना है): Information to be furnished by the bidder along with their bids. The bidders are requested to submit their bid form along with the following information (to be furnished in their letter head):

- (i) कंपनी का नाम /Name of the Company :



- (ii) कम्पनी का पूरा पता / Complete address of the Company :
- (iii) प्रदीकृत व्यक्ति का नाम /Name of the Authorised Person :
- (iv) कम्पनी किस प्रकार का व्यवसाय करती है / Company's Nature of Business :
- (v) अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना में अनुभव के वर्षों की संख्या
Number of Years of Experience in Supply and installation of Customised Interior Work and similar works :
- (vi) वित्त वर्ष 2022-23, 2023-24 एवं 2024-25 में सफलतापूर्वक पूरे किए गए कार्यों का विवरण /Brief Description of similar work successfully Executed during the F.Ys 2022-23, 2023-24 & 2024-25 :

निविदा कम्पनी का मुहर एवं हस्ताक्षर

Signature with Tender Company Seal

1.6 निर्धारित ई.एम.डी के बिना जमा की गई बोली और/या नियमों और शर्तों के बिना विधिवत स्वीकार की गई बोली को खारिज कर दिया जाएगा। इसी प्रकार, निर्धारित प्रपत्रों में प्रस्तुत नहीं किए जाने वाले बोली को भी खारिज कर दिया जाएगा। प्रधान आयकर निदेशक (अन्वेषण), पणजी कार्यालय द्वारा निर्धारित नियमों और शर्तों से विपरीत जाने की स्थिति में इसकी सूचना स्पष्ट रूप से बिड में बताए जाने की आवश्यकता है। The Bid submitted without the prescribed EMD and/or the bid submitted without the terms and conditions duly accepted, shall be summarily rejected. Similarly, the bid submitted not in the prescribed forms, shall be summarily rejected. Any deviation from the terms and conditions prescribed by the Office the Chief Commissioner of Income-tax, Panaji shall be clearly brought out in the bid.

1.7 अनैतिक तरीकों से बोली लगाने वाले के साथ नियमानुसार अन्य कार्रवाई के अलावा बोली प्रक्रिया से वंचित किया जा सकता है। Adopting unethical means will debar the bidder from the bidding process besides inviting other action as per Rules.

Nagaraj G. Anklekar

Income-Tax Officer (HQ)

O/o. The Chief Commissioner of Income-tax

Panaji, Goa

SPECIFICATIONS

PART -1

The Chief Commissioner of Income-tax, Panaji office invites sealed two-bid tenders from the for the SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK of ASK CENTRE, GROUND FLOOR, AAYAKAR BHAVAN, PATTO PLAZA, PANAJI-403001 from reputed Contractors with experience/ financial/ infrastructure/ manpower capabilities in accordance with relevant clauses of the Bid Document. Detailed specifications and layout plan are given in Annexure-1,2,3,4

PART-2

ELIGIBILITY

Technical criteria:

i. Registration: The bidder should have a valid PAN card, Sales tax/GST Registration. A self-attested copy of the documents is to be enclosed.

ii. Turnover:

a. The **average** of the gross business receipts of the bidder of **FYs 2022-23, 2023-24 & 2024-25 should be more than Rs. 2 crore**. Copies of the Returns of Income (for AYs 2022-23, 2023-24 & 2024-25) filed along with a certificated copy of the accounts for the above FYs should be enclosed.

b. The bidder should have experience of having executed similar work for any of the organizations among Government/private/autonomous body/banks/PSU/ hotels/educational institutions, etc., any time during any of the last three financial years i.e. **FYs 2022-23, 2023-24 & 2024-25**. Necessary proof regarding the same is to be submitted.

c. MSMEs are exempted from the criteria mentioned above at 2 i (a) but must enclose the MSME certificate and the copies of Returns of Income Tax for AYs **2022-23, 2023-24 & 2024-25**.

d. The office of the CCIT, Panaji reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and bidder has to produce the proof thereof.

Terms and Conditions:

i. Earnest Money Deposit (EMD):

a. **The bidder shall submit along with the Bid Earnest Money Deposit EMD of 5% of the contract value in the form of Demand Draft/ Banker's Cheque of Nationalised bank drawn in favour of 'ZAO, CBDT, Panaji', has to be presented.**

b. No interest is payable on EMD amount by the Chief Commissioner of Income-tax, Panaji.

c. The EMD of the successful bidders shall be released after submission of security deposit equivalent to 5% of the value of the purchase order. EMD will be returned to all the unsuccessful bidders at the end of selection process.

d. The MSMEs are exempted from the criteria of the EMD but must submit the MSME certificate.

ii. Opening of Bid:

Envelope-1 (Technical Bid) and III (DD for EMD) shall be opened at **11:00 AM** on **21.06.2025** at Conference Hall, 3rd Floor, Aayakar Bhavan, EDC Complex, Patto Plaza, Panaji, Goa in presence of 01 (One) duly authorized representative of all the bidders. Envelope-II (Financial Bid) shall be opened at **01:00 P.M.** on **21.06.2025**.

iii. Security Deposit:

The successful bidder has to submit 5% of the value of the **SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK** to be supplied as security deposit in the form of Bank Guarantee from nationalized bank in favour of 'ZAO, CBDT, Panaji' only after which the work order will be issued. The Bank Guarantee shall be released after completion of the specified warranty period. The security deposit will be withheld in the event of the party not honouring the commitment with regard to the timely completion of work/non-compliance of warranty conditions.

iv. Financial bid shall indicate separately all the Taxes/Duties/Charges applicable for various product categories.

v. The bidder shall sign and stamp each page of the tender 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 along with the qualifying bid.

vi. Award of Work:

The work will be generally awarded to a single qualified bidder, who has quoted the lowest price on the overall cost of the entire work. The work cannot be awarded on piece meal basis to different bidders as the component of works is the part the whole work. However, the Chief Commissioner of Income-tax, Panaji, reserves the right to reject any or all the bids without assigning any reason thereof.

vii. The selected suppliers shall be in a position to supply and complete the work within 30 days (**Grace period of 2 days**) from the date of issue of the work order/or at a later date as it may be specified by the Department. Any delay in this regard shall invite **a penalty of 0.1 % of the contract value per day**.

viii. The bidder is responsible for installation of the **SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK** in the IT Office as specified by the Department. No separate charges will be paid for this purpose.

ix. Rate/Price:

- a. The Unit rate to be quoted shall be unit rate and shall remain firm without the price variation clause. The bidder should not claim for any price variation/escalation.
- b. The bid submitted with a price variation/escalation clause will be treated as non-responsive and rejected.
- c. Bid/rates quoted by the bidder shall remain valid for 60 days (including Grace period) from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 60 days (including Grace period) from the date of opening shall be by mutual consent. No price variation/cost escalation is acceptable.
- d. The rates quoted by the bidder should be inclusive of all the tax applicable, levies, excise duties/GST, transit, insurance, and freight and any other statutory levies etc.

- e. The Income tax and any other taxes or charges as applicable will be deducted at source by the CCIT, Panaji from the successful bidder while making the payment.
- f. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subjected to variation on any account.
- g. The bidder should quote the rate as specified in the scope of work. The bids submitted other than in the specified scope of work at **Annexure- 1** shall be summarily rejected.

x. Execution of work:

- a. **Time period of completion:** The successful bidder shall execute and complete the work within **30 days (Grace period of 2 days)** from the date of award of work.
- b. The successful bidder shall execute the work as per the specifications mentioned in the Scope of work at **Annexure-1** and should also adhere to the terms and conditions of this tender document.
- c. The CCIT, Panaji office is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work is awarded.
- d. No extra cost shall be given for transportation; cost of labourers, insurance etc as the rates quoted is all inclusive price.
- e. The contractor shall have to bring all the supporting materials for carrying out the entire scope of work.
- f. The EMD will be released after a month from the date of submission of the performance guarantee.
- g. The contractor shall have to arrange for the stay, food and travel of the labourer and other manpower as the rate quoted are all inclusive.

xi. Variation of quantity:

- a. The Department reserves the right to increase or decrease the quantity of items at the time of the placing the purchase order. However, the variation will not be more than **10%** of the quantity as specified in this bid.
- b. The quantity (area) mentioned in the scope of work is approximate. The Chief Commissioner of Income-tax, Panaji or any authorized person reserves the right at the time of award and executing of the contract to vary the quantity of the area specified in the scope of work without any change in the unit rate quoted and/or to cancel any work mentioned under the scope of work.
- c. The successful bidder to whom work is awarded shall be paid for the actual work completed as per rate schedule furnished by the bidder.

xii. Security Deposit and Performance Guarantee:

- a. On acceptance of the award of contract, the successful bidder is required to submit the prescribed Performance Guarantee of 5% of the value of work order, within 10 days of intimation of acceptance of the award of contract for due and proper fulfilment of contract valid till the completion of the work to the satisfaction of the Officer-in-charge.



- b. The Performance Guarantee shall be by way of Bank Guarantee from any nationalized bank in the prescribed format (Annexure-4) to be provided to the CCIT, Panaji office.
- c. In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed -period, such failure will
- d. constitute a breach of the conditions and the CCIT, Panaji shall be entitled to forfeit the EMD without prejudice to any right to damage that company may have in the matter.
- e. The Contractor shall also submit a bank guarantee for 5% of the bill amount towards security deposit. The bank guarantee shall be from a nationalized bank and shall be valid for a period of 12 months from the date of completion of the work to the full satisfaction of the CCIT, Panaji. the same shall be released by the CCIT, Panaji office after the expiry of the guarantee period.

xiii. Liquidated damages: For delay in completion of work, the liquidated damage @ 0.1% of order value per day shall be levied.

xiv. Extension of work completion time: Ordinarily no time extension shall be granted; any extension is at the discretion of the CCIT, Panaji office.

xv. Payment: No advance payment will be made. Payment shall be made against the final bill within 60 days from the date of completion of the works to the satisfaction of the CCIT, Panaji in all respects and submission of completion certificate.

xvi. The Department shall take all necessary steps to make payment for the purchase after submission of the Invoice along with the "Installation Certificate certified by the Tendering Committee.

xvii. These Terms and Conditions are part and parcel of the bid document. The bidders should submit the bid form by duly accepting the terms and conditions specified by the CCIT, Panaji as stipulated herein. The bid submitted without the acceptance of the terms and conditions shall be summarily rejected.

xviii. Completion Certificate: Within one month of the completion of the work the contractor shall furnish a certificate for such completion.

xix. Guarantee Period: Guarantee period should be 12 months from the date of completion of the works against poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified free of cost by the Contractors at their own cost and risk.

xx. Quality assurance: The successful contractor should ensure the quality of material as per the requirement/ discretion of the CCIT Panaji.

xxi. Right to accept or reject tender

- (i) The right of acceptance of tender will rest with the CCIT, Panaji office.



(ii) The acceptance of the tender shall rest with the CCIT, Panaji who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. Further, the CCIT, Panaji office reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the

rates quoted. All the tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

xxii. Insurance Contractor shall at his own expenses carry and maintain insurance with reputable Insurance Companies for

- (i) Employees State Insurance Act,
- (ii) workmen's Compensation & Employer's Liability Insurance,
- (iii) Any other Insurance required under Law or Regulations or by Owner and
- (iv) Automobile Liability Insurance

xxiii. Safety Regulations:

Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The CCIT, Panaji, shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work.

xxiv. Other conditions:

Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarise themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

All the above terms and conditions of the tender as mentioned above AND included in the tender document are duly accepted.



Signature

Name of the authorised signatory

Name of the Company

Date:

Scope of Work

SL-NO	DESCRIPTION	Location	UNIT	QUANTITY	RATE	AMOUNT
A	Demolition work					
1	Dismantling of Existing floor- (ceramic tiles flooring), complete as directed. Including concrete floor slab up to existing cement thickness, including adhesive/mortar bed and disposal of debris off-site,	Reception Flooring	Sqm	115		-
2	Dismantling of Existing Marble Column Cladding - Removal existing tile/stone cladding from vertical surfaces of columns, excluding skirting remain same, also removal ply panelling surfaces. (no changes) including surface cleaning and disposal of debris off-site, complete as directed.	Reception Columns	Sqm	75		-
3	Dismantling of Existing Wall / column laminate Cladding - Removal existing tile/stone cladding from vertical surfaces of columns, excluding skirting remain same, also removal ply panelling surfaces. (no changes) including surface cleaning and disposal of debris off-site, complete as directed.		Sqm	110		-
4	Dismantling of Existing Furnitures- 1. Workstations - 5nos 2. Reception Counter- 1no's 3. Low Height Storage- 3no's 4. 3 Seater Sofa-2no's 5. 2Seater Sofa- 2no's		L/s	1		-
5	Removal of Existing Frosted Film	Existing Entrance Glass Partition	Sqm	15		-
6	Removal and Refixing of Existing light fixtures	Ceiling Area	L/s	1		-
B	Civil & Interior Works					
7	Clening- Cleaning of Existing Glaze Partition	Main Entrance Glazing	Sqm	36		-
8	Painting of Existing Gypsum Ceiling- To paint an existing gypsum ceiling, begin by preparing the surface, including cleaning, patching any holes or cracks, and sanding for a smooth finish. Apply a primer to ensure proper paint adhesion, especially if the ceiling hasn't been painted before. Finally, apply two coats of paint, allowing each to dry completely before the next.	Reception ceiling area	Sqm	115		-

SL-NO	DESCRIPTION	Location	UNIT	QUANTITY	RATE	AMOUNT
9	Supply and Installation of Wooden Floor tile - Supply and install floor tiles (ceramic/porcelain/vitrified – size as specified), laid over cement-sand mortar (1:4) bedding of average 20-25 mm thickness, including proper surface preparation, epoxy grouting with matching tile grout, leveling, cleaning, and curing, complete in all respects as per specifications.		Sqm	24		-
10	Supply and Installation of Floor tile - Supply and install floor tiles (ceramic/porcelain/vitrified – size as specified), laid over cement-sand mortar (1:4) bedding of average 20-25 mm thickness, including proper surface preparation, epoxy grouting with matching tile grout, leveling, cleaning, and curing, complete in all respects as per specifications.		Sqm	95		-
11	Frosted film work - Providing and apply approved type of glass film (frosted/sun control/privacy, as per approved design or selection) on existing glass surfaces, including surface cleaning, edge finishing, cutting to size, and application without air bubbles or creases, complete in all respects.	Existing glazed partition and Cabin Glaze partition considered	Sqm	24		-
12	Security desk (Size- 1050mm(L)X500mm (W)X1050(H)) - Providing and installation of security desk with top and front finished in 8mm thick flexible (Corian) solid surface material (color and pattern as approved), including necessary framework and supports. Provide storage unit at the back of the desk with overall height of 42 inches (1067 mm), constructed from approved materials 18mm BWP anti-termite ply with .8mm inner laminate with finish, including shelves, doors, handles, and hardware, complete in all respects as per drawings and specifications.		No's	1		-
13	Wall Panelling of back side lounge - Providing and fixing 12mm BWP anti-termite thick MDF BWP anti-termite panels Fixed on existing wall surface with a 8mm groove pattern finish as per approved design, including surface sanding, primer, and painting finish as per 3d design . Provide and fix all necessary hardware (nails, favicol, screws, etc.) as per design requirements, complete in all respects.	Lounge 1 & 3 Wall considered	Sqm	50		-
14	Quotes on wall - Supply 3D look quotes as per approved design and sample, Work to be carried out by skilled craftsmen using approved materials and techniques, complete in all respects.		No's	1		-
15	Photo Frames- Supply and fix removable photo frames with PVC finish as per approved design and dimensions, including necessary supports, fixing accessories, and provisions for easy removal and reinstallation without damage, complete as directed. Sizes: 4'x2', 3'x 18",	Inside Cabin	No's	13		-

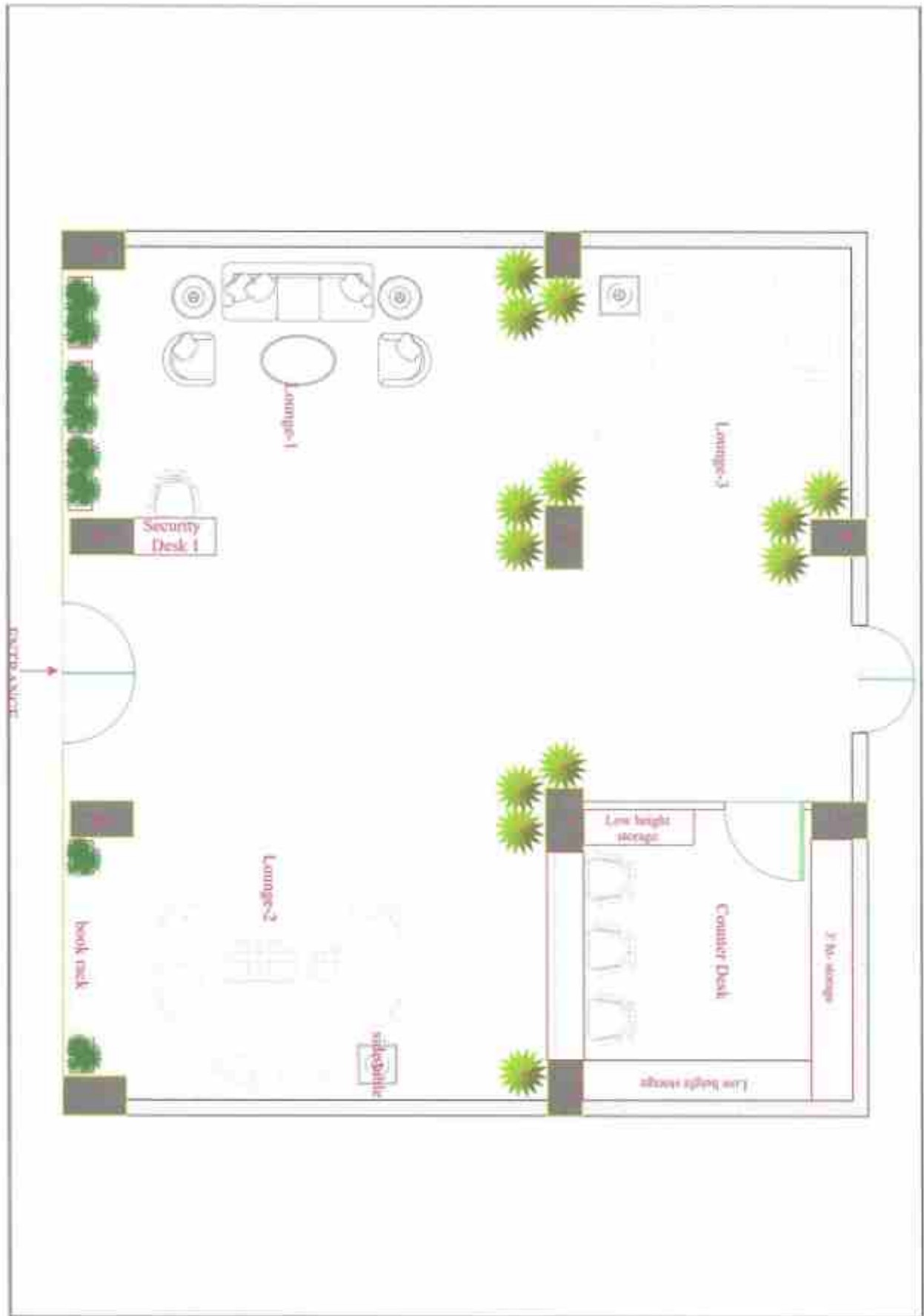
SL-NO	DESCRIPTION	Location	UNIT	QUANTITY	RATE	AMOUNT
16	cabin storages - Providing and installation at site storage unit constructed with 18mm BWP anti-termite thick approved quality plywood/MDF BWP anti-termite panels laminated with approved laminate finish on all visible surfaces, all edges finished with pvc edge beading finish, Top surface to be finished with 8mm thick Corian solid surface material of approved color. Include all necessary hardware such as hinges,(soft close) handles, locks, and drawer slides as per design and specifications. Complete in all respects as per drawings and instructions.					-
i	Size: 1400mm(L)X450mm(W)X1050(H)		No's	1		-
ii	Size: 3350mm(L)X550mm(W)X1050(H)		No's	1		-
iii	Size: 2950mm(L)X550mm(W)X1050(H)		No's	1		-
17	75mm thick Partition- Providing and fixing 3" thick plywood partition comprising internal framework in 2'x2' grid using hardwood sections / block board sections on both sides clad with 12mm thick commercial plywood, finished with approved laminate on both sides, including edge banding, adhesive, necessary screws/nails, and complete finishing as per drawings and instructions.		Sqm	15		-
18	Single Leaf Glaze door (Size - 1000mmX2400mm) - Providing and fixing at site 10mm thick clear toughened glass panels with all necessary edge polishing and finishing. Install patch fittings and Ozone-brand hardware (including hinges, locks, handles, etc.) as per approved drawings and specifications, ensuring proper alignment, smooth operation, and secure fixing. Complete in all respects.	Cabin Door	No's	1		-
19	Glazed partition - Providing and fixing at site glass partition using 10mm thick toughened glass panels fixed with approved patch fittings, clamps, brackets and other necessary hardware as per design and specifications. Includes edge polishing, sealing with suitable gaskets or silicone, alignment, and finishing to ensure structural stability and aesthetic appearance. Complete in all respects.	Cabin	Sqm	12		-
20	Main counter (Size - 2750mm(L)X750mm (W)X1050mm(H)) - Providing and fixing at site counter with front and top surfaces finished in Corian solid surface material (color and thickness as approved). Provide backside storage unit integrated into the counter with shelves and dedicated space for printer installation as per drawings. Storage to be constructed from approved BWP anti-termite plywood with laminate finish. Include all hardware such as hinges, handles, drawer slides, and provisions for cable management. Complete in all respects.	Cabin	No's	1		-

SL-NO	DESCRIPTION	Location	UNIT	QUANTITY	RATE	AMOUNT
21	wall panelling - Providing and fixing at site 19mm thick BWR plywood panels, finished as per specifications laminated including necessary framing and supports. Provide and prepare provisions for cove lighting installation, including cutouts, recesses, and cable management channels as per approved drawings. Complete with smooth finishing and ready for electrical fittings installation.	Lounge 2 Wall considered	Sqm	22		-
22	Wall painting - Applying and Surface preparation of wall including cleaning, patching, and sanding. Apply primer coat followed by two or more coats of premium quality interior paint (emulsion/latex/acrylic) of approved brand and shade, providing smooth, uniform, and durable finish as per manufacturer's specifications and client approval. Complete in all respects. Paint color as per selection.	Cabin	Sqm	60		-
23	Texture paint - Applying and preparation of walls including cleaning, filling cracks, sanding, and priming as per manufacturer's guidelines. Apply Asian Paints approved texture paint (such as Asian Paints Royale Aspira or equivalent) in two or more coats to achieve the desired textured finish and pattern as per approved sample. Provide a durable, decorative, and uniform textured surface. Complete in all respects.		Sqm	85		-
24	Electrical work - labour+ switch + socket		LS	1		-
25	1 seater sofa - Supply and fabricate a 1seater sofa with sturdy hardwood frame, upholstered with 40mm high-density foam cushions for seating and backrest, covered with approved fabric/leather as per client selection. The sofa should have comfortable armrests, wooden or metal legs with protective floor glides, and finished to a high standard.	Lounge 1 & 3	No's	4		-
26	2 seater sofa - Supply and fabricate a 2-seater sofa with sturdy hardwood frame, upholstered with 40mm high-density foam cushions for seating and backrest, covered with approved fabric/leather as per client selection. The sofa should have comfortable armrests, wooden or metal legs with protective floor glides, and finished to a high standard.	Lounge 2	No's	2		-
27	3 seater sofa - Supply and fabricate a 3-seater sofa with sturdy hardwood frame, upholstered with 40mm high-density foam cushions for seating and backrest, covered with approved fabric/leather as per client selection. The sofa should have comfortable armrests, wooden or metal legs with protective floor glides, and finished to a high standard.	Lounge 1 & 2	No's	2		-

SL-NO	DESCRIPTION	Location	UNIT	QUANTITY	RATE	AMOUNT
28	L-shape sofa - Supply and fabricate a 5-seater sofa with sturdy hardwood frame, upholstered with 40mm high-density foam cushions for seating and backrest, covered with approved fabric/leather as per client selection. The sofa should have comfortable armrests, wooden or metal legs with protective floor glides, and finished to a high standard.	Lounge 3	No's	1		-
29	Center table - as per approved design	Lounge 1, 2 & 3	Set	3		-
30	Executive Mid Back Chairs Allworks Medium Back Mesh Chair AN -70 Mesh Single Lock Synchro Mechanism Adjustable Lumbar Support One Way Adjustable Plastic Armrests (Height) Nylon Base Fabric Upholstered Cushion Seat		No's	4		-
31	Side Tables - As per approved design		No's	4		-
C.	Planters / artefacts with flower pots. Painting					
32	Book rack on column with laminate finish - Fabrication and installation of surrounding column ledge finished externally with approved laminate (on horizontal/vertical surfaces), and vertical decorative metal rods with Powder coating finish at specified color. Remaining exposed wall/column surfaces to be finished with approved textured paint (e.g., Asian Paints or equivalent) in selected shade and pattern. Work to include all surface preparation, framing, fixing, edge finishing, and necessary hardware. Complete in all respects as per drawings and client approval.		No's	2		-
33	Logo - Design, fabricate, and install custom logo as per approved artwork, made from metal (SS/brass/aluminium) with brushed or matte finish as specified. Logo to include detailed inlay work as per design, precision laser-cut or CNC-machined. Fixing shall be done using concealed studs and structural adhesive to ensure no visible hardware on the exterior. Work to include all materials, labor, finishing, and installation complete in all respects.		No's	1		-
34	Planters Pots- Size 600mm Dia -planter attached to a column using Suitable SS rod as per shared design		L/s	1		-
35	Planter Box- (Size- 900mm(L)X300mm(W)X450mm(H))		No's	4		-
D	Exterior Works					

SL-NO	DESCRIPTION	Location	UNIT	QUANTITY	RATE	AMOUNT
36	Water Proofing (Terrace area Seepage Treatment) - Cleaning, Providing and applying water proofing treatment to pantries and other wet areas base and walls with four coats of Tapecrete or approved equivalent mixed with white cement in proportion 1:2(1tapecrete: 2 white cement) including mixing silica sand in second coat in proportion 1:2:1.5(1tapecrete :2white cement :1.5 silica sand) and sealing all junction corners and concrete after first coat with epoxy mortar as per approved specifications of specialist agency. The waterproofing to be applied on vertical surface upto a height of 300mm to 400mm		Sqm	70		-
37	Removing of Existing Drain pipe and Installation of New drain pipe of 65 mm Dia.		L/s	1		-
38	Anti-termite treatment of complete floor & pest control of area		Sqm	115		
	Total (Excl. Tax)					-
	<u>GST@18%</u>					-
	Total (Incl.Tax)					-

Layout Plan



ANNEXURE-3

**FINANCIAL BID DOCUMENT FOR SUPPLY AND INSTALLATION OF CUSTOMISED
INTERIOR WORK**

1.	Name of the vendor/manufacturer	
2.	Address (with Tel. No. & Email)	
3.	Contact Person(s) (with Mobile No. and Email)	
4.	Unit Particulars (Name, No. of units, Rate per unit, Total Amount for _____ unit)	Please fill in the column left blank in Annexure-1.
5.	Gross Total Amount for each category and Total Amount	Please fill in the column left blank in Annexure-1.

ANNEXURE-4

FORMAT PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of the Office of the Chief Commissioner of Income-tax, Panaji, having agreed to exempt _____(hereinafter called the said Service provider from the demand under the terms and conditions of an agreement/ No. _____ dated _____ made between _____ and _____ for one year for the work of _____ (hereinafter called the said Agreement), of security deposit for the due fulfilment by the said Service provider of the terms and conditions contained in the said Agreement, on production of a bank guarantee for _____we (name of the Bank) _____(hereinafter referred to as 'the Bank') at the request of _____(Service provider do hereby undertake to pay to Office of the Chief Commissioner of Income-tax, Panaji, an amount not exceeding _____ against any loss or damage caused to or suffered or would be cause to or suffered by Office of Chief Commissioner of Income-tax, Panaji, by reason of any breach by the said Service Provider of any of the terms or conditions contained in the said agreement.
2. We (name of the Bank) _____do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from Office of the Chief Commissioner of Income-tax, Panaji, stating that the amount claimed is due by way of loss or damage cause to or suffered by the reason of breach by the said Service provider of any terms or conditions contained in the said Agreement or by reason of the Service provider failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of Chief Commissioner of Income-tax, Panaji, in these counts shall be final and binding on the bank. However, our Liability under this guarantee shall be restricted on an amount not exceeding _____.
3. We undertake to pay to Office of the Chief Commissioner of Income-tax, Panaji, any money so demanded not withstanding any dispute of dispute raised by the Service provider in any suit or proceeding pending before any court or tribunal relating there's to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge or our liability for payment there under and the Service provider shall have no claim against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Office of the Chief Commissioner of Income-tax, Panaji, under of by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Office of the Chief Commissioner of Income-tax, Panaji, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Service provider

and accordingly discharges this guarantee. Unless a demand or claim under the guarantee is made on us in writing on or before the expiry of 24 months from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (Name of the Bank) _____ further agree with Office of the Chief Commissioner of Income-tax, Panaji, that the Office of the Chief Commissioner of Income-tax, Panaji, shall have the fullest liberty without affecting in any manner our obligation hereunder to verify any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Office of the Chief Commissioner of Income-tax, Panaji, against and said Service provider and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service provider or for any forbearance, act or omission on the part of Office of the Chief Commissioner of Income-tax, Panaji, or any indulgence by Office of the Chief Commissioner of Income-tax, Panaji, Panaji, to the said Service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service provider.
7. We (name of the Bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of Office of the Chief Commissioner of Income-tax, Panaji, in writing.

Dated the day of for

(Indicate the name of the Bank)