



भारत सरकार/GOVERNMENT OF INDIA  
आयकर विभाग/ INCOME-TAX DEPARTMENT  
OFFICE OF THE JOINT COMMISSIONER OF INCOME-TAX  
(ReFAC)(AU)-1(3), BENGALURU  
Room No. 412, 4th Floor, Unity Building, P Kalinga Road,  
Bengaluru-560 027.

F. No: Tender/PCIT/AU-1/Blr/Renovation/2022-23

Date: 05/09/2022

**TENDER FOR RENOVATION OF OFFICE SPACE**

The office of the Pr. Commissioner of Income-tax, (AU)-1, Bengaluru proposes to provide chambers, workstations, furniture, fixtures and to renovate the office space (measuring about 5000 sq.ft) at 1<sup>st</sup> floor, East wing, Unity Building Annexe, P. Kalinga Rao Road, Bengaluru – 560027.

Relevant details, communication and tender forms are uploaded in the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and the Karnataka and Goa regional website of the Income Tax department i.e., [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org).

Interested parties may also obtain tender forms, terms and conditions, scope of work and procedure from: Income-tax Officer (Hq), O/o. Pr. CIT (AU)-1, Bengaluru, Room No. 402, 4<sup>th</sup> floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 and also inspect the premises/site from 05/09/2022 to 12/09/2022 on all working days from 11.00 am to 4.30 pm.

A pre-bid meeting will be held on 09/09/2022 at 11:30 a.m at Conference Hall, 5<sup>th</sup> Floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru.

Duly filled tender documents along with annexures, as required, should be submitted along with payment of non-refundable 'tender fee' of Five hundred rupees (Rs.500/-) through a demand draft drawn in favour of ZAO, CBDT, Bengaluru and payable at Bengaluru.

The sealed tender super scribed as 'Tender for Renovation of Office Space' as per specifications mentioned in the Annexure-I should be submitted in the office of the Income-tax Officer (Hq), O/o. Pr. CIT (AU)-1, Bengaluru, Room No. 402, 4<sup>th</sup> floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 on or before 03:00 pm of 13/09/2022.

A verification of the pre-qualification bid will commence at 4.00 pm on 13/09/2022 at Conference Hall, 6<sup>th</sup> Floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru. Technical bids of qualified bidders will be opened at 03:00 PM on 14/09/2022. The date and time of opening of the Financial Bid will be communicated after the completion of the Technical Bid Evaluation.

The Department reserves the right to accept or reject any tender.

(SWAROOP MANNAVA)  
Joint Commissioner of Income-tax (AU)-1(3)  
& Chairman of Office Renovation Committee,  
Bengaluru

**Sub: Tender for renovation Work – reg.**

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1. The Office of the Principal Commissioner of Income-tax (AU)-1, Bengaluru invites sealed tenders for award of work contract at 1st floor, East Wing, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027.
2. Complete and Sealed tenders should be addressed to:

**Joint Commissioner of Income-tax (AU)-1(3) &  
Chairman of the Office Remodelling Committee  
412, 4th floor  
Unity Building Annexe,  
P Kalinga Rao Road,  
Bengaluru, 560027**

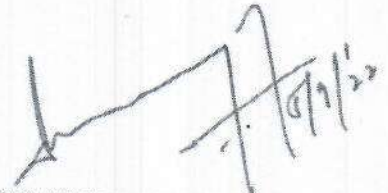
The sealed covers should be super-scribed as 'Tender for Renovation of Office Space' as per specifications mentioned in the following annexures and should be submitted in the office of the Income-tax Officer (Hq), O/o. Pr. CIT (AU)-1, Bengaluru, Room No. 402, 4<sup>th</sup> floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 on or before **03:00 pm of 13/09/2022.**

3. Relevant details, communication and tender forms are uploaded in the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and the Karnataka and Goa regional website of the Income Tax department i.e., [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org).
4. The proposed work contract is for renovation of office space located on the ground floor and is approximately 5000 sq.ft in size. The contract is for creation of functional work space with all amenities including individual cabins and common work areas with commonly additional features such as Conference Hall, Reading room etc.
5. A proposed design by the bidder is to be submitted as part of the technical bid. The proposed design should be functional and conform to sound engineering principles while maintaining refreshing aesthetics. The design should be open and seamless for common areas with sufficient natural light while minimising outside ambient noise.
6. Interested parties may inspect the proposed renovation site from **11.00 am to 4.30 p.m** on all working days **05/09/2022 to 12/09/2022.**

### **BIDDER'S INSTRUCTIONS**

1. This tender is a three-stage sequential evaluation-based-qualification bid consisting of a 'Pre-Qualification Bid', 'Technical bid' and 'Financial bid'. Every tender should be submitted with Pre-qualification Bid, Technical bid and financial bid separately in sealed covers.
2. The relevant details which relate to Pre-Qualification Bid are given in Annexure-I
3. The relevant details of Technical Evaluation (Annexure-II) and methodology of qualification at the Technical bid stage is outlined in Annexure-III.
4. The relevant details of financial bid and proforma are given in Annexure –IV.
5. Only those tenders which qualify Pre-qualification Bid will proceed to evaluation stage in Technical Bid. Incomplete tenders and those which do not conform to the regulations set in Pre-qualification stage will be rejected and their Technical Bid will not be considered for evaluation.
6. Financial bid of only those tenders which achieve 75% or more in the Technical Bid evaluation will be opened. The other remaining which do not achieve 75% will be deemed to have been rejected.
7. The lowest value bid received amongst the financial bids will be termed as L1 and work contract will be awarded to the said contractor. The said L1 contractor to abide by terms and conditions as outlined below and complete scope of work and minimum specification requirements are as per Annexure-V.
8. The Lowest quote shall be considered as L1 and shall be further considered for award of the work contract. The lowest bid L1, will be termed the contractor and work contract awarded accordingly subject to terms and conditions. However, in case of failure of L1 to adhere to terms and conditions of this contract, the next bidder will be given the work contract at the rates quoted by the L1 bidder.
9. Each bidding Contractor should have a yearly turnover of more than one crore rupees (Rs.1 crore). Self-attested copies of the return of income filed should be enclosed (latest 3 financial years copy i.e. 2020-21, 2019-20 & 2018-19) along with the Pre-qualification bid.
10. Each bidding Contractor should have a minimum of five (05) years' experience in the field of renovation of office spaces including rooms/chambers. Necessary evidence of execution of similar work should be enclosed with the Pre-qualification bid document. Copies of work order, completion certificates, pictures of the completed work showing the complexity of design should be submitted.

11. The Contractor should in the Technical bid document specifically provide details of the quality/ type of material proposed to be used, operating costs involved, and execution capabilities to meet the requirement of this specific project. In proof of the same, the Contractor should include complete details of a minimum of 2 projects executed of similar nature of work for an area in excess of 3000 sq.ft.



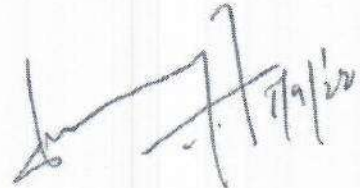
(SWAROOP MANNAVA)

Joint Commissioner of Income-tax (AU)-1(3)  
& Chairman of Office Renovation Committee,  
Bengaluru

### TERMS AND CONDITIONS

1. 'Contractor' shall mean the entity to which the work contract has been awarded based on this tender.
2. 'Contractee' shall mean Pr. Commissioner of Income-tax (AU)-1, Bengaluru.
3. 'Work contract' shall mean the renovation work of office space at 1st floor, East Wing, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 to be designed and executed by the contractor.
4. 'Entity' in this document shall mean a Proprietary concern, partnership firm, LLP or a Company registered and incorporated under the Companies Act, 2013.
5. The Contractor shall bear all costs associated with the preparation and submission of its bid. The contractee will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. The Contractor shall quote the rates in the bid for the proposed work in the prescribed proforma along with the plan for carrying out the renovation viz., seating arrangement, and placement of cubicle for Officers etc. All the columns in the proforma should be mandatorily filled and the contractor should mention rates separately for each work.
7. The Contractor should submit Pre-qualification Bid, Technical and Financial Bid separately. All the bids should be submitted in separate sealed covers. An acknowledgement for submission of bids may be obtained from Income-tax Officer (Hq), O/o. Pr. CIT (AU)-1, Bengaluru on submission of bid.
8. The rates quoted in the bid should be inclusive of all taxes, including labour and other miscellaneous costs etc.
9. The work shall commence immediately after the issuance of the letter of intent or work contract whichever is earlier and the Contractor should complete the work within 28 days of the awarding of the work contract.
10. No escalation of costs on any of the items or statutory levies will be entertained. Prices shall be fixed till the end of the contract.
11. The Contractee reserves the right of accepting the whole or any part of the quotation received and the contractor shall be bound to perform the same at the rates quoted.
12. The work shall be carried out under the direction and supervision of the office of Pr. Commissioner of Income-tax (AU)-1, Bengaluru. The work shall comply with the specifications, Drawings and other Contract Documents as specified and accepted in the Technical bid and Financial bid.

13. The contractee decision with regard to the quality of the material and workmanship will be final and binding. Any material rejected by the Contractee shall be immediately removed by the Contractor and replaced by material of acceptable and specified quality and standards. Technical requirements are subjected to enhancement/modification and the bidder will be bound to adhere to such conditions.
14. The Materials, workmanship, fabrication and construction shall be of the specified and agreed quality and shall consist of new materials indicative of longevity amidst sustained usage.
15. Where, during such guarantee periods as mentioned above, any material or equipment or workmanship or generally any item of work fails to comply or is not in conformity with the requirements stipulated in the Contract Documents or not in accordance with the criteria and provisions of guarantee, the Contractor shall be responsible for and shall bear and pay all costs and expenses for replacing and/or rectifying and making good such materials, equipment, workmanship and items of work. In addition to the same, the Contractor shall also be responsible for and shall bear and pay all costs and expenses in connection with any damages and/or losses suffered as a consequence of such failure.
16. A consolidated bill will be submitted after completion of the work for payment. The bills will be cleared within a reasonable time. However, in case of any unexpected delay, the contractor should be in a position to offer credit facility for the period.
17. The contractor shall submit the bill on completion of the work along with the completion certificate obtained from this office. No interim bills will be raised until the completion of the project.



(SWAROOP MANNAVA)  
Joint Commissioner of Income-tax (AU)-1(3)  
& Chairman of Office Renovation Committee,  
Bengaluru

ANNEXURE-I

PRE-QUALIFICATION BID

We, the undersigned, offer to provide the services for design and execution of renovation work at 1st floor, East Wing, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 in accordance with your tender dated 05/09/2022.

We are hereby submitting our Part A: Pre-Qualification bid and furnishing requisite processing fees.

S.No	Particulars		
1	Name of the entity		
2	Address in India		
3	Telephone number		
4	Fax number		
5	E-mail address		
6	Name and designation of the authorized person		
7	Year of establishment along with registration details		
8	Whether the entity has any widely accepted certification.		
9	<b>Pre-qualification Criteria</b>		
	<b>Criteria</b>	<b>Type of Documentary Evidence Provided</b>	<b>Evidence Annexed at Page No.</b>
9.1	Entity should be incorporated/registered in India		
9.2	Entity should have a minimum experience of 5 years' in the related field of work.		
9.3	Entity should have executed at least two (2) projects of similar nature in design and materials used of size 3000 sq. ft and above in the last three (3) years.		

9.4	Entity should have a minimum annual turnover of Rs. One Crore in each of the last three (3) years i.e. FY 2018-19, 2019-20 and 2020-21.	<b>Financial Year</b>	<b>Turnover (in INR)</b>	
		2018-2019		
		2019-2020		
		2020-2021		
9.5	Tender fees of Rs.500/-			

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signatory:  
Name and Title of Signatory:  
Address of the entity:



**ANNEXURE-II**  
**TECHNICAL BID DOCUMENT**

1. Name and address of the Bidder :
2. Telephone No. /Fax No. /Mobile No. :
3. PAN & GST No. :
4. Details of at least 2 Projects of area exceeding 3000-sq.ft. in the last 3 years : Enclosed as Annexure No. -----
5. Proposed Layout Plan : Enclosed as Annexure No. -----
6. Specifications regarding material and its quality proposed to be used in the project : Enclosed as Annexure No. -----

(Signature of the Authorized Signatory)

**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 agency will be blacklisted and may not be permitted to bid in future.

(Signature of the Authorized Signatory with Date)

### ANNEXURE-III

#### EVALUATION CRITERIA FOR TECHNICAL BID

An Evaluation Score (ES) shall be assigned to each prospective bidder on the basis of the Technical Bid submitted. The technical evaluation score shall be based on the number of points that shall be awarded as per the following evaluation criteria table. All bidders who score the minimum qualifying marks in each criterion and also score cumulatively 75% and above shall be declared as technically qualified.

S. No.	Evaluation Criteria	Total Marks	Qualifying Marks
1	<b>Firm's experience</b> Experience of the entity relevant to the size and nature of the work	25	17.5 (70%)
2	<b>Quality &amp; Relevance of Specific Projects</b> Adequacy of the quality and relevance of 2 similar projects executed in the last 3 years	25	17.5 (70%)
3	<b>Design &amp; Material proposed to be used in the present project</b> The proposed Design for the Project / job and the materials proposed to be used	50	35 (70%)
	Total Score	100	75 (75%)

#### **Firm's experience**

The proposals would be evaluated on the basis of the entity's prior experience in the areas of design and execution of similar type of projects. The years of experience of the entity in the relevant field and the turnover of the entity in the last 3 years would be taken in to consideration.

#### **Quality & Relevance of Specific Projects**

The adequacy of the quality of earlier projects executed would be evaluated on the basis of Innovation and Quality of materials used and the finish of the earlier 2 projects specified

#### **Design & Material proposed to be used in the present project**

The proposals in this area would be evaluated based on the Layout Design and the quality of material proposed to be used in the Proposed Project.

**ANNEXURE-IV**

**FINANCIAL BID DOCUMENT**

1. Name and address of the entity :
2. Contact details of entity :
3. Name & address of the Proprietor/Partners/Directors (Mobile No.)]
4. Amount inclusive of all taxes (both in words and figures) : INR

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not be permitted to have any dealing with the department in future.

(Signature of the Authorized Signatory with Date)

## ANNEXURE – V

### Scope of Work and Specifications

The proposed renovated office space envisions creation of the following amenities as part of renovation.

- |                                |                      |
|--------------------------------|----------------------|
| a. Addl. CIT chamber           | - 1 no.              |
| b. DCIT chamber                | - 1 no.              |
| c. ITO chambers                | - 5 nos.             |
| d. Conference hall (20-seater) | - 1 no.              |
| e. Workstations for staff      | - 20 nos.            |
| f. Wet/ dry Pantry             | - 1 no.              |
| g. Reading room/ Library       | - 1 no.              |
| h. Washrooms for men and women | - 2 no.s, separately |

#### ENTRANCE:

1. The entrance of the office space should be well designed to give an overall aesthetic view, comfort and work space greenery for the employees. The design should be modern and reflect the transparent and futuristic nature of the occupant office.
2. The main Entrance Door may be designed in glass to reflect building symmetry.

#### CHAMBERS:

3. All officers' chambers (7 nos.) should preferably be located along the perimeter and design to ensure that windows are located well to let in natural light. The size and facilities of the chambers will be subject to design and space constraints. However, design to ensure cascading size of chambers in tune with rank of office.
4. The officer's chambers should have facility for installation of Air conditioners (ACs) in each chamber and the common area should have provision in the design for installation of cassette-type air conditioners (ACs).
5. The design should include attached toilet and an ante-room for Addl. CIT (1) chambers and a toilet attached to the DCIT (1) chambers.
6. Adequate provisions for electrical points to be made in view of density of office equipment to be located in each chamber.
7. Each Chamber to have an Officer's Modular custom-made Laminated Table with one side 3 drawers' pedestal & another side cabinet consists of 2 drawer & double doors.
8. Provision for landline telephones including plug-in and play features in all chambers.
9. Painting of walls & window grills & fixing of window Blinds for all chambers.

#### PARTITION & DOORS:

10. The space is to be renovated with maximum glass and minimum wooden framing to give an overall transparent and light look. The choice of glass, wooden fixtures and veneer finishing will have to be of high quality and long-lasting durability. All partitions and doors will have to be made of glass.
11. Glass partition between chambers to be made out of glass (min. 18mm) along with wooden frame (min. 18 mm) and finished aesthetically with veneer finishing and 12 mm thick glass, wherever design permits.

12. The entrance doors are to be glazed single door with patch-fitting (min. 12 mm) toughened glass edge polished. The door set should have a minimum of heavy-duty floor spring, upper patch, bottom patch, lock keeper plate, Euro Profile Cylinder (EPC), "H" Type Handle & corner lock.

#### **FURNITURE:**

13. Modular Workstation with 3 drawer pedestals along with cable & wire manager conduit provision, keyboard stand for 20 nos. staff to be planned in the common area.
14. Adequate seating facility to be provided in the Reading room area.

#### **CONFERENCE HALL:**

15. The Conference Hall and the Workstations are proposed to be in the middle of the existing space. The doors and walls of conference room to be in glass and well designed for quality aesthetics with lock facility.
16. An ante-room facility adjoining the conference hall with dry-pantry service.
17. Making and fixing of custom-made wooden conference table with glass top (Horse-shoe pattern).
18. Provision of acoustics inside the conference hall having a seating capacity of around 20 persons.
19. Conference room furnishing to include supply of TVs of relevant size of room and PA systems and desktop mic(s) for participants.

#### **ELECTRICAL WORK:**

20. Electrical work should include fittings such as providing separate conduits for ACs, new switches and sockets for computer points, DP board with MCB, providing of LED light fittings with conduit cables etc.
21. Adequate provisions for electrical points to be made in view of density of office equipment to be located in each chamber and common area. Further, the size and specification of the nodes for intranet will be conveyed in due course.

#### **CEILING & FLOORING:**

22. The ceiling to be a horizontal level false-ceiling grid system with (15mm) wide flanges incorporating (3mm/6mm) central recess and should have Humidity Resistance (RH) of 90% - 99%.
23. Priority in flooring is to be given for functional aspects while retaining the aesthetic aspect. Options to be provided between tiles and any other latest options, keeping the maintenance cost to be minimum.

#### **CIVIL WORK & PLUMBING:**

24. New plumbing lines, if required to be made separately, in line with existing lines and supply. The walls of the washrooms to be tiled up to ceiling and floor to have aesthetically suitable and durable tiles of high quality. Sanitary fittings such as commodes, wash basins, taps, faucet guns, mirrors, towel rods, etc to be of high quality and durable nature.
25. The common toilets to be renovated by changing the floor tiles, wall tiles, sanitary fittings, plumbing lines, taps, wash basin, mirrors, etc., for Ladies & Gents separately.

**GENERAL:**

26. Design should ensure adequate cross-ventilation for natural light to be brought in and circulation of fresh air. Provisions for a wet and dry pantry to be made separately.
27. The Reading room may be located adjoining the existing Server Room and shall be open into the common area. Adequate furnishing to be done for adequate seating based on the floor area available.
28. The proposed design to be given by the contractor should adhere to the design brief/ minimum requirements regarding materials to be used.

**EXCLUSIONS:**

29. Executive Chairs for office use and in conference hall do not form part of this contract.
30. Air-conditioners, Computers and other peripherals are not forming part of this work contract.

The specifications and scope of work mentioned above are indicative and detailed specs with inspection of the proposed work site will be given at the time of pre-bid meeting.