

 भारतसरकार GOVERNMENT OF INDIA	उप आयकर निदेशक (अन्वे.), इकाई-१ व आहरण एवं वितरण अधिकारी का कार्यालय, चौथा तल, लक्ष्मी परिसर, ए.पी.एम.सी. मार्ग, सदाशिव नगर, बेलगावी - ५९०००१
	OFFICE OF THE DEPUTY DIRECTOR OF INCOME TAX (INV.), UNIT-1 & DDO, 4TH FLOOR, LAXMI COMPLEX, A.P.M.C. ROAD, SADASHIV NAGAR, BELAGAVI - 590001
	टेली/Telephone :0831-2950567
	Official Email ID: belgaum.ddit1.inv@incometax.gov.in
फ.स./F.NO. TENDER/DDIT(INV.)/UNIT-1&DDO/BGV/2024-25	Date: 20.01.2025

निविदा अधिसूचना/ TENDER NOTIFICATION

अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना हेतु, जांच इकाई, बेलगावी, चौथी मंजिल, श्री लक्ष्मी कॉम्प्लेक्स, सदाशिव नगर, ए.पी.एम.सी. रोड, बेलगावी - ५९०००१

FOR SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK AT INVESTIGATION UNIT, BELAGAVI LOCATED AT 4th FLOOR, SHRI. LAXMI COMPLEX, SADASHIV NAGAR, A.P.M.C. ROAD, BELAGAVI - 590001

1. आयकर उप निदेशक, (अन्वे.), यूनिट-1 एवं डीडीओ, बेलगावी प्रतिष्ठित ठेकेदारों से जांच इकाई, बेलगावी के कार्यालय की चौथी मंजिल पर, श्री लक्ष्मी कॉम्प्लेक्स, सदाशिव नगर, ए.पी.एम.सी. रोड, बेलगावी - ५९०००१ के **अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना** के लिए दो बोली निविदा [तकनीकी और वित्तीय बोली] आमंत्रित करते हैं। / The Deputy Director of Income Tax, (Inv.), Unit-1 & DDO, Belagavi invites **two-bid tender** [Technical and Financial bid] from reputed contractors for **SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK** for the Investigation Unit, Belagavi located at 4th floor, Shri. Laxmi Complex, Sadashiv Nagar, A.P.M.C. Road, Belagavi - 590001.
2. बोली प्रपत्रों की उपलब्धता और जमा करने की तिथि 27.01.2025 से 17.02.2025 तक है। बोलीदाताओं से अनुरोध है कि वे आधिकारिक वेबसाइट लिंक www.incometaxkarnatakagoa.gov.in/tender_public और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रपत्र प्राप्त करें। /The availability and submission of bid forms are from 27.01.2025 to 17.02.2025. The Bidders are requested to obtain the bid forms through official website link www.incometaxkarnatakagoa.gov.in/tender_public and <https://eprocure.gov.in/eprocure/app>.
4. बिड 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.



आयकर उप निदेशक, (अन्वे.)/
Deputy Director of Income Tax (Inv.),
इकाई-१ एवं डीडीओ/ Unit-1 & DDO
बेलगावी /Belagavi

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

सेवा मैं/ To _____

1. जांच इकाई, बेलगावी के कार्यालय की चौथी मंजिल, श्री लक्ष्मी कॉम्प्लेक्स, सदाशिव नगर, ए.पी.एम.सी. रोड, बेलगावी - ५९०००१ 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 the Investigation Unit, Belagavi located at 4th floor, Shri. Laxmi Complex, Sadashiv Nagar, A.P.M.C. Road, Belagavi- 590001 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	जांच इकाई, बेलगावी के कार्यालय की चौथी मंजिल, श्री लक्ष्मी कॉम्प्लेक्स, सदाशिव नगर, ए.पी.एम.सी. रोड, बेलगावी - ५९०००१ के लिए निर्दिष्ट अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना। <u>SUPPLY & INSTALLATION OF CUSTOMISED INTERIOR WORK</u> as specified for the Investigation Unit, Belagavi at 4th floor, Shri. Laxmi Complex, Sadashiv Nagar, A.P.M.C. Road, Belagavi - 590001
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 60 दिनों के बाद तक।/ 60 days from the date of issue of Work Order. अनुबंध अवधि के बाद 10 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 10 days post contract period. After that a penalty of 0.1 % of the contract value will be levied per day on the bidder.

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.	कैन्सल किया गया मांग ड्राफ्ट /भुगतान आदेश /आंचलिक लेख अधिकारी, केन्द्रीय प्रत्यक्ष कर बोर्ड, बेंगलुरु 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, BENGALURU valid for at least 90 days from the date of Technical /Financial Bid opening.
1.1.6	सुरक्षा जमा राशि Security Deposit/ Performance Bank Guarantee	क्रय आदेश के मूल्य का 5 प्रतिशत। 5 % of the value of purchase order.
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.incometaxkarnatakagoa.gov.in/tender_public and https://eprocure.gov.in/eprocure/app .	
1.1.9	अवधि/दिनांक एवं बिड दस्तावेज़ जारी होने का समय / Period/Dates & Time of issue of Bid Document	27.01.2025 से 17.02.2025 तक (22 दिन) From 27.01.2025 to 17.02.2025 (22 days)
1.1.10	बिड समाप्ति की तिथि एवम समय (बिड जमा करने की आखिरी तारीख) Date & Time of Closure of bid (Last date of submission of Bids)	17.02.2025 (06:00 सायं. तक) 17.02.2025 (till 06:00 P.M.)
1.1.11	तकनीकी बिड के आरंभ की तिथि एवं समय / Date & time of opening of Technical Bid	18.02.2025 (सुबह 11:00 बजे) 18.02.2025 (at 11:00 A.M.)
1.1.12	वित्तीय बिड के आरंभ की तिथि एवं समय/	18.02.2025 (दोपहर 12:00 बजे) 18.02.2025 (at 12:00 P.M.)

	Date & Time of opening of Financial Bid	
1.1.13	बिड की वैधता / Bid Validity	बिड के खोलने के 90 दिनों के पश्चात । 90 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 completed as per this Notice Inviting Tender (NIT).

1.3 बिड प्रक्रिया में भाग लेने से पूर्व सभी संविदाकारों से अनुरोध है कि वो पूरे दस्तावेज़ का अध्ययन करें एवं पूर्ण रूप से हस्ताक्षरित संलग्न बिड प्रपत्र को जिसे यह प्रमाणित किया जा सके आपने सम्पूर्ण दस्तावेज़ 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 " अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना " लिखा हो, और उसे श्री शिंदे अमित लक्ष्मण, उप निदेशक आयकर (अन्वेषण), यूनिट-१ व आहरण एवं वितरण अधिकारी, बेलगावी के कार्यालय की चौथी मंजिल पर, श्री लक्ष्मी कॉम्प्लेक्स, सदाशिव नगर, ए.पी.एम.सी. रोड, बेलगावी – ५९०००१ 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 "**SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK**" to **Shri. Shinde Amit Laxman, Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, at 4th floor, Shri. Laxmi Complex, Sadashiv Nagar, A.P.M.C. Road, Belagavi – 590001.** The sealed cover shall carry the technical and financial bids in three separate envelopes as under:

a. प्रथम लिफ़ाफ़े 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.

b. द्वितीय लिफ़ाफ़े 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.

c. तीसरे लिफ़ाफ़े 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 2021-22, 2022-23 एवं 2023-24 में पूरे किए गए समान कार्यों की सूची।/ List of similar works completed during the Financial Year 2021-22, 2022-23 and 2023-24.

(b) वस्तु एवं सेवा कर की पंजीकरण की एक प्रति/ Copy of Registration of GST.

(c) पैन कार्ड/पैन आवंटन पत्र की प्रति/ Copy of PAN Card/PAN allotment letter.

1.4.3 उप निदेशक आयकर (अन्वेषण), यूनिट-१ व आहरण एवं वितरण अधिकारी, बेलगावी का कार्यालय डाक के माध्यम से भेजे गए बिड की विलंब से प्राप्ति, बिड के गुम हो जाने या बिड समय प्राप्त न होने के लिए ज़िम्मेदार नहीं होगा | / The Office of the Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi 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):

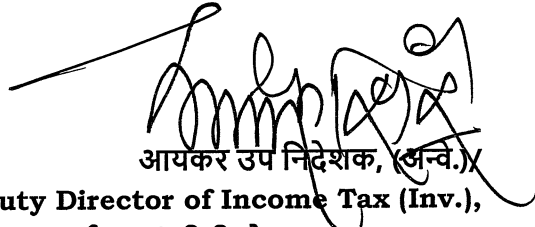
- (i) कंपनी का नाम /Name of the Company :
- (ii) कमपनी का पूरा पता / Complete address of the Company :
- (iii) प्रदीकृत व्यक्ति का नाम /Name of the Authorised Person :
- (iv) कंपनी किस प्रकार का व्यवसाय करती है / Company's Nature of Business :
- (v) अनुकूलित आंतरिक कार्य की आपूर्ति और स्थापना में अनुभव के वर्षों की संख्या/ Number of Years of Experience in Supply and Installation of Customised Interior Work and similar works:
- (vi) वित्त वर्ष 2021-22, 2022-23 एवं 2023-24 में सफलतापूर्वक पूरे किए गए कार्यों का विवरण ।/ Brief Description of work successfully Executed during the F.Y.s 2021-22, 2022-23 & 2023-24. :

निविदा कंपनी का मुहर एवं हस्ताक्षर

Signature with Tender Company Seal

1.6 निर्धारित ईएमडी 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 Principal Director of Income Tax (Investigation), 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.


आयकर उप निदेशक, (अन्व.)
Deputy Director of Income Tax (Inv.),
इकाई-१ एवं डीडीओ/ Unit-1 & DDO
बेलगावी / Belagavi

SPECIFICATIONS

PART -1

1. The Deputy Director of Income Tax. (Inv.), Unit-1 & DDO, Belagavi invites sealed two-bid tenders from the for the SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK for the Investigation Unit, Belagavi located at 4th floor, Shri. Laxmi Complex, Sadashiv Nagar, A.P.M.C. Road, Belagavi - 590001 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 2021-22, 2022-23 & 2023-24 should be more than Rs. 75 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 **2021-22, 2022-23, 2023-24**. Necessary proof regarding the same is to be submitted.

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

c. The office of the DDIT(Inv.), Unit-1 & DDO, Belagavi preserves 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, Bangalore**', has to be presented.

b. No interest is payable on EMD amount by the Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi.

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.

ii. Opening of Bid:

Envelope-1 (Technical Bid) and Envelope-3 (DD for EMD) shall be opened at 11:00 AM on **18.02.2025** at **3rd Floor, Room No. 301 Tristar Building, EDC Complex, Patto Plaza, Panaji, Goa** in the presence of Tender Committee Members and 01 (One) duly authorized representative of all the bidders. Envelope-II (Financial Bid) shall be opened at 12:00 P.M. on **18.02.2025**.

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, Bangalore**' 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 Principal Director of income tax (Inv.), 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 60 days (**Grace period of 10 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 70 days (including Grace period) from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 70 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 DDIT(Inv.), Unit-1 & DDO, Belagavi 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 **60 days (Grace period of 10 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 DDIT(Inv.), Unit-1 & DDO, Belagavi 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.

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 Principal Director of Income tax (Inv.), 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 DDIT(Inv.), Unit-1 & DDO, Belagavi.
- 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 constitute a breach of the conditions and the DDIT(Inv.), Unit-1 & DDO, Belagavi, shall be entitled to forfeit the EMD without prejudice to any right to damage that company may have in the matter.

- d. 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 DDIT(Inv.), Unit-1 & DDO, Belagavi, the same shall be released by the DDIT(Inv.), Unit-1 & DDO, Belagavi, 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 DDIT(Inv.), Unit-1 & DDO, Belagavi with approval of PDIT(Inv.), Panaji.

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 DDIT(Inv.), Unit-1 & DDO, Belagavi, 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 DDIT(Inv.), Unit-1 & DDO, Belagavi 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 DDIT(Inv.), Unit-1 & DDO, Belagavi.

xxi. Right to accept or reject tender

- (i) The right of acceptance of tender will rest with the PDIT(Inv.), Panaji.
- (ii) The acceptance of the tender shall rest with the PDIT (Inv.), 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 PDIT(Inv.). Panaji 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. DDIT(Inv.), Unit-1 & DDO, Belagavi, 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:

Annexure - 1

Scope of Work

NAME OF WORK: PROPOSED SUPPLY AND INSTALLATION OF CUSTOMISED INTERIOR WORK OF OFFICE PREMISES, INVESTIGATION UNIT, BELAGAVI AT 4th FLOOR, SHRI. LAXMI COMPLEX, SADASHIV NAGAR, A.P.M.C. ROAD, BELAGAVI - 590001					
TITLE: CUSTOMISED INTERIOR WORK, CIVIL AND ELECTRICAL WORK					
Sl. No.	Description of item	Unit	Qty	Rate	Amount
1	Staff table with side credenza: Providing and fixing of 19mm commercial plywood with approved laminates and hardwares as per the drawing of size Main table: 5' X 2'X 2.5' height Side credenza: 3' X 1.5' X 2.5' height.	Each	10		
2	Staff visitor chair: Providing customised visitor seating as per sample approved for the mentioned available space as per drawing.	Each	12		
3	Aluminium partition: Supply and installation of full height solid partition system which includes aluminium work one layer of 4mm aluminium partition panels. Frame work: Providing and fixing in position aluminium frame work size of 63mm x 44mm X 1.2mm thick for vertical and horizontal frames 600mm spacing between two vertical and	Sq. ft.	1260		

	<p>horizontal frames connected with L angle support firmly fixed to floor or slab with 65 to 75mm long screw as directed with required hardware's.</p> <p>Boarding: Providing and fixing in position of Aluminium partition panels (APP) sheets of 4mm thick used for both the side for the covering of aluminium frames finished the joints with silicon glue.</p> <p>Door frame size of 47.62mm x 44.45mm x 1.35mm thickness with the openable procedure with both the side mentioned aluminium partition panels with required handles, locks, door closer, stoppers and required hardware for the door.</p>				
4	<p>Wooden storage cabinets: Providing 19mm ply and base with openable shutters made out of 19mm commercial sheet with box hinges/ regular hinges all with locking facilities tower bolt handles etc.</p> <p>All external surface finish with 1mm thick laminate and internal surface will be finished with 0.8mm thick laminate and all the edge will be finished with PVC edge banding.</p>	Sq. ft.	450		
5	<p>Windows Blinds: Providing and fixing of windows blinds as per approved shade and patterns.</p>	Sq. ft.	720		
6	<p>Electrical cabling and fittings: Supply of all required materials</p>		Lumpsum		

	<p>and wiring to circuits / sub mains with following number and sizes of pvc insulated 1100-volt grade copper wire-run inside prelaid pvc conduit pipe of ISI mark as per specification.</p> <p>Installation and testing of surface mounted led light fitting with all accessories.</p> <p>Erection, testing and commissioning of light and fan fittings including ball and socket joints, down rods connecting chord etc. as required.</p> <p>Electrical materials: Tube lights - 28nos Ceiling fans – 8nos Switches and sockets as required Switches plate with boxes- 21nos Electrical wires as required PVC pipes as required for the site as per drawings.</p>				
7	<p>Pantry cabinet: Providing 19mm ply and base with openable shutters made out of 19mm BWP plywood sheet with box hinges/regular hinges all handles etc.</p> <p>All external surface finish with 1mm thick laminate and internal surface will be finished with 0.8mm thick laminate and all the edge will be finished with PVC edge banding.</p>		Lumpsum		
8	<p>Sofa-Set: 3-seater customized full upholstery artificial leather sofa set</p>	Each	2		
9	<p>Laying of vinyl flooring: Supply and laying of 1.2mm thick</p>	Sq. ft.	1600		

	approved shade vinyl with required adhesive				
10	Entrance with face lift / beautification		Lumpsum		
11	Painting: Painting work consist of touch-up putty and primer emulsion paint. Quoted rate shall be including of all materials labour wastes, surface preparation scaffolding and cleaning.		Lumpsum		
12	Toilet Area: Repair and replacement of fittings along with aluminium doors.		Lumpsum		
	TAXABLE VALUE				
	GST 18%				
	TOTAL				
	Plywood (IS:710): Greenply, Eversetply, Oswin, Timex. Laminate: Green, Merino, Heritage, Levin.				
Note:- Substitute Items/extra items as per requirements will be calculated on exact measurement and quantity					

ANNEXURE-2

PROFORMA FOR TECHNICAL BID

The Technical Bid should be as given below and should be supported by the documents indicated. The Demand Draft/Banker's Cheque in respect of 'Earnest Money Deposit' should be submitted with the "Technical Bid".

1.	Name and address of the Bidder.
2.	Telephone No./ Fax No./ Mobile No.
3.	Website/ e-mail address
4.	Permanent Account Number (PAN)
5.	Details of Tax & Service Tax registration (provide proof)
6.	Details of Demand Draft/ Banker's Cheque enclosed. Cheque in respect of EMD. Cheque in respect of Cost of Bid-document
7.	Copy of the IT Returns (AYs 2022-23, 2023-24 & 2024-25) as required by Point (iii) of the technical criteria.
8.	Details and proof of orders fulfilled during the last THREE years as required by Point (iv) of the technical criteria.

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 not have any dealing with the Department in future.

Place:

Signature of Bidder

Date:

Name:

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 Principal Director of Income Tax (Inv.), 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 Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, an amount not exceeding _____ against any loss of damage caused to or suffered or would be cause to or suffered by Office of Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, 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 Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, 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 Office of Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, 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 Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, 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 Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, under by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Office of Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, 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 Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, that the Office of the Principal Director of Income Tax (Inv.), 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 Principal Director of Income Tax (Inv.), 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 Principal Director of Income Tax(Inv.), Panaji, or any indulgence by Office of the Principal Director of Income Tax(Inv.), 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 the revoke this guarantee during its currency except with the previous consent Office of Deputy Director of Income Tax (Inv.), Unit-1 & DDO, Belagavi, in writing.

Dated the day of for

(Indicate the name of the Bank)