

TENDER DOCUMENT

**FOR INTERNAL PAINTING OF
ROOMS AND CORRIDORS ON THE
I, III AND VI FLOOR OF HOSTEL
BLOCK INCLUDING APPLYING
WALL PUTTY WHEREVER
NECESSARY, AT DTRTI,
BENGALURU**

**TENDER NO. DTRTI/PAINTING/HOS./19-20
DATED:11/02/2020**

**DIRECT TAXES REGIONAL TRAINING
INSTITUTE
MINISTRY OF FINANCE,
GOVERNMENT OF INDIA
NO.17, NEAR HMT WATCH FACTORY,
JALAHALLI, BENGALURU-560013.
(KARNATAKA)
Tel : 080-23082001**

**DIRECT TAXES REGIONAL TRAINING NSTITUTE
NO.17, NEAR HMT WATCH FACTORY, JALAHALLI
BENGALURU -13. (KARNATAKA)**

SECTION - I

OPEN TENDER ENQUIRY

TENDER NO. DTRTI BANG/ PAINTING/19-20

Dated :11.02.2020

Name of Work	INTERNAL PAINTING OF ROOMS AND CORRIDOR ON I, III AND VI FLOORS OF HOSTEL BLOCK INCLUDING APPLYING WALL PUTTY WHEREVER NECESSARY, AT DTRTI, BENGALURU.
Last Date & Time for receipt of Bid	03/03/2020 up to 03:00 P.M.
Time and Date of Opening of Bid	03/03/2020 at 5.00 P.M.
Place of Opening of Bid	Conference Hall in 2 nd Floor Administrative Building, DTRTI, Bengaluru.
Office from whom the tender documents can be Obtained and submitted.	O/o Additional Director General(Trg), DTRTI Plot No. 17, Jalahalli West, Bengaluru- 560 013. (Karnataka)

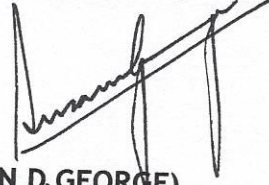
Sealed tenders are invited under Open Tender from capable and experienced firms/Companies/Concerns/Contractors for **INTERNAL PAINTING OF ROOMS AND CORRIDOR ON I, III AND VI FLOOR OF HOSTEL BLOCK INCLUDING APPLYING WALL PUTTY WHEREVER NECESSARY AT DTRTI, BENGALURU** as specified in the bid document.

SL.NO	Item Description	Qty.(approx.) in Sq. Feet	Estimated cost Rs.	EMD Rs.	Cost of Tender document Rs.
1.	Internal Painting of rooms and corridor on I,III and VI Floor of hostel block including applying wall putty wherever necessary at DTRTI, Bengaluru	58,200	5,30,000-00	15,000-00	1,000-00

Tender document will be sold from 12.02.2020 to 02.03.2020 on all working days between 10.00 a.m. and 5.00 p.m. The last date for submission of tender document shall be up to 3.00 p.m. on 03.03.2020. The bid shall be opened on 03.03.2020 at 05:00 p.m. The Tender documents along with instructions and terms and conditions can be collected from the Office of the Additional Director General (Trg.), DTRTI, Jalahalli West, Bengaluru-560013 on payment of Rs.1,000/- (Rupees One thousand only) towards application fee (non-refundable) in the form of DD drawn on a scheduled Bank drawn in favour of the ZAO, CBDT, BANGALORE. The Tender notice and documents can also be downloaded from the website

In such cases, the application fee of Rs.1,000/- should be submitted in the form of DD at the time of opening of bid. The interested and eligible Company/Firm /Concern/Contractor may submit their Tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen thousand only), in the form of a Demand Draft/Banker's Cheque drawn in favour of the ZAO, CBDT, BENGALURU and other requisite documents on or before 03.03.2020 up to 03.00 p.m. in the Tender Box kept in the Office of the Additional Director General (Trg.), DTRTI, Jalahalli West, Bengaluru-560013. No tender shall be entertained after this deadline under any circumstances, whatsoever. The prospective bidders may inspect the area which requires painting, during office hours on all working days with prior appointment.

DTRTI, Bengaluru reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all Tenders without giving any notice or assigning any reason. The decision of the undersigned, in this regard shall be final and binding on all.



(SUSAN D. GEORGE)

**Additional Director General (Trg.),
DTRTI, Bengaluru - 560013.**

Section -II
INSTRUCTIONS TO BIDDERS

- 1 This Invitation for Bids is to reputed registered Firms/Companies/Concerns/Contractors in India capable of carrying out the subject work as per schedule and having experience of similar works preferably in government departments/Public Sector Units. The firm should have proper infrastructure to execute the said work at Bengaluru.
- 2 The bidder should have experience of having successfully completed two similar works costing not less than Rs.2 lakh or one similar work costing not less than Rs.4 lakhs during the last three financial years. The bidder should attach the work order as evidence. "Similar work" means internal painting of the buildings etc.
- 3 The Direct Taxes Regional Training Institute, Bengaluru hereinafter will be referred to as "DTRTI" or "Contractee" and the successful bidder shall be referred to as the "Contractor".
- 4 The Bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents.
- 5 Failure to furnish information required in the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
- 6 The bidder is required to fill up all the formats as provided in Section-I of the Bid Document.
- 7 At any time prior to the deadline for submission of bids, the Contractee may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.
- 8 All prospective bidders who have given their mailing address at the time of obtaining the bid document will be notified of the amendment which will be binding. The amendment will also be available in the DTRTI, Bengaluru website
- 9 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Contractee, at its discretion, may extend the deadline for the submission of bids.
- 10 The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.

- 11 The Bid should be submitted in the prescribed proforma given in Section-I of this document & its supporting documents and shall also include the following:
- a. Profile of the business concern in the proforma prescribed (Annexure-I)
 - b. Documentary evidence to prove condition mentioned in (2) above.
 - c. A copy of PAN card.
- 12 Prices shall be quoted in Indian rupees only.
- 13 **Sealing and Marking of Bids:**
- a. The Bid along with EMD instrument should be placed in one sealed envelope super-scribed "**Bid for painting work at DTRTI, Bengaluru**" and should be addressed to the **Additional Director General (Trg), DTRTI, Jalahalli West, Bengaluru-560013**.
- The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- b. If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the Bid's misplacement or premature opening.
 - c. The Bid document submitted should be serially page numbered and contain the table of contents with page numbers.
- 14 **Deadline for Submission of Bids:**
- Bids must be received by the Contractee at the address specified not later than the time and date specified in the Invitation for Bids.
- 15 **Modifications and Withdrawal of Bids:**
- a. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of Bids.
 - b. The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be furnished through a signed confirmation by the Bidder. The Contractee should receive it before the deadline for submission of Bids.
 - c. Bid withdrawn in the intervening period of the deadline for submission of Bids and the expiry of the period of Bid validity specified by the Bidder on the Bid form will result in the Bidder's forfeiture of its EMD.

- 16 **Opening and Evaluation of Bids:**
- a. The Contractee will open all Bids on the appointed date, time and venue.
 - b. During evaluation of the Bids, the Contractee may, at its discretion, ask the Bidder for any clarification of its Bid.
 - c. No Bidder shall contact the Contractee on any matter relating to its Bid from the time of opening of the Bid till the time of placing of the work order. If the Bidder wishes to bring additional information to the notice of the Contractee, it should be done in writing.
 - d. Any effort by a Bidder to influence the Contractee in its decisions on Bid evaluation, Bid comparison or purchase order decision will result in rejection of the Bid.
 - e. If there is discrepancy between words and figures, the Bid price quoted in words would be considered as the Bid price.
 - f. The Contractee will award the contract to the Bidder whose Bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated Bid.
- 17 The Contractee reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the Contractee's action.
- 18 The "Bidder" as used in this document shall mean the one who has signed the Tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a Certificate of Authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall be furnished and signed by such representative or the Principal Officer.
- 19 The Bidder shall sign its Bid with the exact name of the concern to which the contract is to be awarded.
- 20 The Bid document filed by the Bidder shall be typed or written in indelible ink.

- 21 It will be the sole responsibility of the Bidder alone to execute the entire contract on its award. No sub-contracting, in any form, will be permitted.
- 22 The Bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling the Tender and for entering into a contract for the execution of the same and must inspect and examine the site of work and acquaint himself with all local laws, regulations and practice.
- 23 The Courts of India at Bengaluru will have exclusive jurisdiction to determine any proceedings in relation to this contract.
- 24 Making misleading or false representation in the Bid document will lead to disqualification of the Bidder at any stage.
- 25 Where the Bid has been signed by the Authorized Representative on behalf of the concern, the Bidder shall submit a Certificate of Authority and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder to the contract. (Purchaser's bid may be out rightly rejected if not supported by adequate proof of the signatory's authority).

Read and accepted.

Signature and stamp of
Bidder or Authorized Signatory

SECTION-III TERMS OF CONTRACT

GENERAL TERMS AND CONDITIONS:

1. No alteration should be made in any of the **terms and conditions** of the Bid document by scoring out. In the submitted Bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be rejected.
2. Every Bidder shall deposit an **Earnest Money Deposit (EMD)** of **Rs.15,000/-** in the form of Bankers Cheque/A/c Payee Demand Draft of a recognized bank in favour of '**ZAO, CBDT, Bangalore**'. The EMD shall be placed in sealed cover and any Bid not accompanied by the EMD will be summarily rejected. The EMD amount will be forfeited, if the successful Bidder fails to accept the award of work within the time fixed by the Contractee and/or to sign the contract on terms contained in the Bid document and/or fails to furnish the Performance Bank Guarantee. The EMD of the successful Bidder will be returned / refunded only after the furnishing of valid Performance Bank Guarantee. For the other Bidders, the EMD will be returned within 10 days of the completion of the evaluation of Bids. No interest will be payable on this deposit.
3. The successful Bidder will be required to deposit a **Performance Bank Guarantee @ 5%** of the value of the contract as security for due fulfillment of the contract. It should be valid till the expiry of six months after the date of award of contract. The bank guarantee must be submitted within 4 days from date of issue of work order. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the Bidder during the pendency of the contract.
4. No Bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person(s) authorized to do so.
5. In the event of Bid being accepted, it will be converted into a contract, which will be governed by the terms and conditions given in the Bid document. The instructions to Bidders shall also form part of the contract.
6. The terms and conditions of contract given in **Section-III** along with the Instructions to Bidders in **Section II** should be signed and returned in the envelope while submitting Bid, otherwise the Tender will be rejected.
7. All above conditions will be enforced, unless written order of Contractee is obtained relaxing any specific condition in any specific instance.

8. The Contractee does not bind itself to accept the lowest Tender and reserves to itself the right to reject any or all Tenders without assigning any reason, whatsoever.

SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT

1. The Contractor shall use readymade paints of best quality of approved manufacturer of Asian, Nerolac or Dulux(Distemper)
2. Special care shall be taken by providing suitable covers to prevent dust nuisance and for protecting furniture and costly equipment from stains. The work shall be carried out without any inconvenience to the occupants. The contractor has to remove stains of paint over floor, fittings, furniture, etc. and clean the area after the work in the area is over.
3. All measurements shall be in square feet
4. If, on measurements taken in accordance with above, it is found that the quantity of works thus ascertained is greater than the amount specified for the work in the Scope of Work, then the net rates as specified in the original Tender shall determine the valuation of extra work where extra work is of a similar character and executed under similar conditions as the works priced therein.
5. Any defects, shrinkages, settlement or other faults which may appear within the 'Defect Liability Period' which will be 6 months after the virtual completion of work will be rectified and made good by the Contractor at his own cost within reasonable time. In case of failure on the part of the contractor to rectify the defects, then the charges paid to other person to do the same will be recovered from the Contractor.
6. The work shall not be treated as complete until the Contractee has certified in writing that they have been virtually completed and 'Defect Liability Period' shall commence from the date of virtual completion mentioned in such certificate.
7. No Mobilization advance will be given to the Contractor.
8. Entire payment of contract shall be made after Certificate of completion is given to the contractor and upon submission of bill. TDS will be made as per provisions of the Income Tax Act, 1961 on payments made.
9. The contractor shall indemnify Contractee against all costs, charges, expenses, actions, proceedings, demand and risks caused to or incurred by the contractor or its servants, agents or representatives by reason of, or, in connection with bona-fide discharge of the functions and duties as specified in the contract.

10. The contractor shall ensure that no laws or rules such as Labour laws, Minimum wages Act etc. enacted by the Central governments, State government or local authorities are violated. In case of violation of any laws and rules as stated above, the Contractor shall be wholly responsible and DTRTI, Bengaluru shall not be responsible in any manner for such violation of laws and rules, if any.

ACKNOWLEDGEMENT

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the **INTERNAL PAINTING OF ROOMS AND CORRIDORS ON I, III AND VI FLOOR OF HOSTEL BLOCK INCLUDING APPLYING WALL PUTTY WHEREVER NECESSARY AT DTRTI, BANGALORE** is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service, or failure to perform, or with a view to asking for increase of any rates agreed to in the contract, or to evading any of his obligations under the contract.

UNDERTAKING

I/We have read and understood all the terms and condition of all sections of the Bid document. I/We hereby quote for **Internal Painting of rooms and Corridors on I, III and VI floor of Hostel Block including applying of wall putty wherever necessary at DTRTI, Bengaluru** as per scope of work specified in the Section-V of the Bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our Tender.

I/We herewith enclose deposit of a sum of **Rs. 15,000/-** as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit Performance Guarantee in the proforma given in this Bid document within 04 days of the acceptance of my/our Bid. I/We hereby agree that the above sum of earnest money shall be forfeited by DTRTI, Bengaluru in case of non-fulfillment of tender conditions.

Read and accepted.

Signature and stamp of the Bidder
or Authorized signature

Date:
Place:

SECTION-IV

SCOPE OF WORK

Internal Painting of rooms and corridors on I, III and VI floor of Hostel Block including applying of wall putty wherever necessary at DTRTI, Bangalore.

1. The contractor shall be required to paint the rooms and corridors on I, III and VI Floor of Hostel Block including applying of wall putty wherever necessary at DTRTI, Bengaluru with paints of the approved make/brand to give an even shade.

2. The contractor shall require to apply two or more coats on old work.

3. For the above purpose, the approximate area to be covered for the painting and the type of paint to be used are mentioned below.

Item No	Description	Quantity (Sq. Feet)	Approved make or brand of paint
1.	Internal Painting of rooms and corridors on I, III and VI Floor of Hostel Block including applying of wall putty wherever necessary at DTRTI, Bengaluru.	58,200	Asian, Nerolac or Dulux (Distemper)

4. DTRTI, Bengaluru shall decide the colour shade to be used for painting. Samples are required to be shown to Additional Director General (Trg.) for selection by the contractor for this purpose, before the start of the work.

5. The contractor shall complete the work and hand over the building in fit-to-be occupied condition within 15 days of the award of the contract. The contractor shall start the work within four days of the receipt of letter of the award of the contract.

SECTION-V

FINANCIAL BID

Sl .No.	Item Description	Qty.(app.) in Sq.Ft	Rate per Sq. ft.		Total Amount	
			IN FIGURES	IN WORDS	IN FIGURES	IN WORDS
1.	Internal Painting of rooms and corridors on I, III and VI Floor of Hostel Block including applying of wall putty wherever necessary at DTRTI, Bengaluru.	58,200				
2.	Total Bid Amount					

Certified that :

1. The above rates are as per specification terms & condition mentioned in the Tender.
2. The rates are inclusive of all taxes and duties, insurances etc. what so ever.

(Signature of Tenderer)
with seal

SECTION-VI
TENDER FORM

(On the letter head of the concern submitting the Bid)

To

The Additional Director General (Trg.)
Direct Taxes Regional Training Institute,
No. 17, Jalahalli West,
Bengaluru - 560013

Ref.: Tender No.

Dated

Madam,

1. I/We hereby offer to execute the work of Internal Painting of rooms and corridors on I, III and VI Floor of Hostel Block including applying of wall putty wherever necessary at DTRTI, Bengaluru as specified in Section IV of the Bid/Tender document and agree to hold this offer open for a period of 10 days from the date of opening of the Tender. I/We shall be bound by a communication of acceptance issued.
 2. I/We have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the Tender and have thoroughly examined the Scope of work as mentioned in Section IV and agree to fully abide and fulfill all the terms and conditions of this contract as mentioned in this document.
 3. Bankers cheque /Crossed Bank Drafts in favor of the ZAO, CBDT, Bengaluru as mentioned below is enclosed towards Earnest Money Deposit :
 - (i) DD No. of _____ for Rs. 15,000/-
 4. Certified that the Bidder is:

A sole proprietorship firm and the person signing the Bid documents is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the Bid document is a partner of the firm and he/she has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.
- (NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the Bid document).

5. I/We hereby further agree to complete the work within 15 days from the award of work order.
6. I/We hereby agree to pay GST, Income Tax, etc. levied by the government/any agency, as prevailing from time to time, on such items for which the same are leviable, and the rates quoted by me/us are inclusive of the same.
7. I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our Tender.
8. I / We do hereby undertake that, until a formal notification of award, this Bid together with your written acceptance thereof shall constitute a binding Order upon me/ us.

Yours faithfully,

(Signature of Bidder)

Dated this ____ day of _____ of 2020

Address _____

Telephone: _____
FAX _____
E-mail _____

Company Seal

ANNEXURE-1

PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern
Proprietary/Partnership/Private/Govt. /
Others(Support with documents) :
3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN :
11. Experience (certificate/work order enclosed) : Yes/No
12. Has the Bidder been debarred or blacklisted: Yes/No
(If yes, furnish the relevant documents)
13. Name of the Head of the
Organization/Managing Director :

Date:

Place

Signature of Authorized Signatory