



प्रधानआयकरआयुक्तकाकार्यालय

Office of the Pr. Commissioner of Income-tax

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

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फा.सं/F.No.R&M-1/GuestHouse/Pr.CIT/PNJ/2022-23/2

Dated: 20.01.2023

**TENDER NOTIFICATION FOR UNDERTAKING PAINTING, ELECTRICAL,  
PLUMBING, CARPENTRY & OTHER CIVIL WORKS AT INCOME TAX GUEST HOUSE  
AT PARAIISO-DE-GOIA, PORVORIM**

Quotations in sealed covers are invited on behalf of the President of India by the office of the Pr. Commissioner of Income-tax, Aayakar Bhavan, Patto Plaza, Panaji from reputed vendors/ contractors for undertaking *Painting, Electrical, Plumbing, Carpentry & Other Civil for work estimated cost at Rs. 11,00,000/- (Rs. Eleven Lakhs)* at Income Tax Guest House at Paraiso-de-Goa, Porvorim on urgent basis.

**Terms and Conditions**

1. Sealed quotations with clear superscription as "Quotation for Painting, Electrical, Plumbing, Carpentry & Other Civil works at Income Tax Guest House at Paraiso-de-Goa, Porvorim for the year 2022-23" should be addressed to the Deputy Commissioner of Income Tax(HQ), office of the Pr. Commissioner of Income-tax, Panaji to reach this office latest by 12:30 PM on 14.02.2023.

The technical bid will be opened on 15.02.2023 at 3.30 PM in the presence of the **Purchase Committee** and respective representatives of the interested vendors/contractors if they make themselves available at that time.

The financial bid of selected vendors/bidders will be opened on 16<sup>th</sup> Feb 2023 at 3.30 pm.

The interested Vendors/bidders should personally visit the Income Tax Guest House at Paraiso-de-Goa, Porvorim, and inspect the scope of work within 3 days from the date of this notification and before submission of their Quotation.

A pre-bid meeting with interested vendors/ bidders will be held on 3rd Feb 2023 at 3.30 pm on the 3<sup>rd</sup> Floor Conference Room, Aaykar Bhavan Patto Plaza Panji-403001.

The department will not be liable for transit delay or any other reasons for delay whatsoever.

2. The communication in this regard has also been uploaded in the Central Public Procurement Portal <https://eprocure.gov.in> and Income-tax Website <https://www.incometaxbengaluru.org> on 23.01.2023 and notice board of Aaykar Bhavan Panaji.

3. Requirement of Job work

(i) Scope of work for (A) Painting, B) Electrical, C) Plumbing D) Carpentry & Other Civil works

(A) Painting of rooms & grills/door & repair of wall dampness & other Civil Work :

The estimated amount of job work: Rs 8,30,000/=

( Rs. Eight Lakhs thirty thousand)

Total Area for painting/scrubbing/wall putty etc

Area of 6 flats ( 4 +2= 6) in two towers = 500 x 6= 3000 Sq Mts

Area of 1 Flat in Dormitory = 500 Sq Mts

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Total Area = 3500 Sq Mts

Rooms with bathroom with primer & putty = 20 rooms  
Hall painting with Primer & putty = 7 rooms  
Common bathroom painting with primer & putty = 7 rooms  
Servant room painting with primer and putty = 7 room  
Kitchen painting with primer & putty = 7 room

Synthetic emulsion paint for window grills, railings, and doors

Total no of doors = 79

Total Area =  $79 \times (2.25 \times 1.00) \times 2.50 = 444.37$  Sq Mts

Total Area of grills & railings  $120 \times 7 = 840$  Sq Mts

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Total Area = 1284 Sq Mts

*Scope of work :*

*(1) Painting of internal walls with two coats of Tractor emulsion plastic paint and 1 coat of primer including wall putty, scrapping, and necessary repair of plasters/cracks/wall dampening wherever required for 6 flats in both towers and 1 flat in the dormitory.*

*(2) Painting of grills, railing & doors with plastic emulsion paints after scrubbing and removal of rust wherever necessary.*

**Other Civil work**

*Scope of job work*

- ❖ Repair of the damaged outside wall for seepages
- ❖ Removal of plants from outside walls
- ❖ Fixation of outside major cracks





**(B) Repair/Replacement of electrical wiring/fittings  
(excluding procurement of new gadgets )**

**The estimated amount of job work: Rs. 75,000/=**

*Scope of job work*

- ❖ *Damaged electrical wiring to be replaced ISI Mark standard electrical wiring wherever necessary*
- ❖ *Repair/replacement of sockets charge, switch, 12 LED Light fittings extra, replacement of damaged 15 amp /6amp switch with sockets, etc*
- ❖ *Replacement of LED Blubs with damaged holders 41 no [ room stair's (6) halls (6) rooms (18) common bathrooms (6) servant rooms ] = 6+6+18+6+5=41*
- ❖ *LED Tube light repair/replacement wherever necessary [rooms (40) room bathrooms (20) common bathrooms(7) halls (15) Kitchen (7)= 40+20+7+15+7=89]*
- ❖ *Thread blubs replacements [ IS-4 Hall-(4 ) GS (3) Hall (4) = 8]*
- ❖ *Ceiling fan repair /replacement of condensers wherever necessary [ in 7 flat kitchens]*
- ❖ *Repair of geysers 4 [ IS-1 Room no 3(1) & Fs -1 Room No 2(1)1+1=2] total 4 geysers for repair*
- ❖ *Repair of kitchen exhaust fans in kitchen/washrooms wherever necessary*

**(C) Plumbing Job work**

**The estimated amount of job work: Rs 20,000/=**

*Scope of job work*

- ❖ *Toilet seat cover changes [ flat no FS-1 Room no 1 2(2)*
- ❖ *Minor repair in washrooms: Checking of water pressure, removal of chocking, removal of water seepage, and*

*checking of water inlet & outlet in all washrooms.  
Repair/replacement of damaged waterline wherever  
necessary.*

- ❖ *Geyser cleaning wherever necessary*
- ❖ *Tap leaking /outside pipe change*
- ❖ *Repair of flush /replacement of damaged flush*
- ❖ *Chocked drainage*

#### **(D) Carpentry**

**The estimated amount of job work: Rs 1,75,000/=**

##### ***Scope of job work***

- ❖ *Dressing mirror replacement in [ IS-1 (2), Is-2(3) IS 3(1), IS 4(1), AS 1(3) GS 3(1) FS 1(2)= 2+3+1+1+3+1+2= TOTAL 13]*
- ❖ *Balcony /window grill pigeon net fittings replacement for damaged [ IS-1 Room no 1 & 2(2), AS-1 Room 1,& 2 & 3(3) Kitchen (1), Hall(1), FS-1 Room No 1& 2(2) Kitchen(1) Hall(1) GS-3 Room Mo 3(1) hall (1) total 2+3+1+1+2+1+1+1+1=13*
- ❖ *Aluminum windows in the balcony repair*
- ❖ *Front wooden door repair*
- ❖ *Wooden teapoy polishing*
- ❖ *Sofa set/chair polishing*



(ii) Rate quotation for job-work

S.No.	Particulars	Approximate Area/Quantity of the Items	Rate quoted per unit	GST @ Amount in Rs.	Total Amount (Rs.)
1.	<p><b>Painting:</b></p> <ul style="list-style-type: none"><li>➤ Painting of walls with 2 coats of Tractor Emulsion plastic paint and 1 coat of Primer including putty, Scraping, and necessary repairs to plaster wherever required.</li><li>➤ Synthetic enamel paints to all doors, windows &amp; grills</li></ul> <p><b>Civil Work:</b></p> <ul style="list-style-type: none"><li>➤ Fixing of Internal Cracks.</li><li>➤ Smoothing of Walls</li></ul>	<p>Total of 6+1 flats have an approximate area for work is 450-500 Sqm. Total area = 3000 + 500 = 3500 Sq Mts</p>			
2.	<p><b>Electrical Repairs:</b></p> <ul style="list-style-type: none"><li>➤ Fitting of Electrical Wire Bidding in the Rooms and required area.</li><li>➤ Repairs of Switch Sockets, Regulators of Fans &amp; Exhaust fans, etc.</li><li>➤ LED Light socket/bulb replacement</li><li>➤ LED Tube light replacement</li><li>➤ Repairs of Water Geysers, Ceiling Fans</li></ul>	<p>As per requirement</p> <p>12</p> <p>41</p> <p>89</p> <p>4</p>			

S.No.	Particulars	Approximate Area/Quantity of the Items	Rate quoted per unit	GST @ Amount in Rs.	Total Amount (Rs.)
3.	<b>Plumbing Works:</b> <ul style="list-style-type: none"> <li>➤ Repairs of Tap Leakage / Outside Pipes Changes etc.</li> <li>➤ Repair or Change of Washbasins &amp; Sinks.</li> </ul>				
4.	<b>Carpentry Repairs:</b> <ul style="list-style-type: none"> <li>➤ Wooden Teapoy Polishing/Wooden Table with one chair/Rocking Chair/Wooden Cupboard</li> <li>➤ Sofa Set with Chair Polishing &amp; Repair</li> <li>➤ Aluminum Balcony Window Repair &amp; Fitting (Rubber Change, Net/Sliding/Lock/Glass, etc)</li> <li>➤ Window Grill Pigeon Net Fitting replacement of damaged</li> <li>➤ Repair &amp; Replacement of Front Wooden Doors of bathrooms and rooms.</li> </ul>	<p>21</p> <p>4</p> <p>10</p> <p>13</p> <p>11</p>			

❖ *The rate & total amount, thus quoted should be in words and figures.*





- ❖ *The total cost should be bifurcated into material cost and labour charges, explicitly mentioning the cost of materials & other items separately for (A) Painting, B) Electrical, C) Plumbing & D) Carpentry & Other Civil works, and labour charges.*
- ❖ *The rates quoted should be inclusive of GST/Taxes as ordered by the Government.*
- ❖ *The rates quoted should be inclusive of charges of scaffolding, chipping scrubbing wall dampening repair & clearing of debris from the site, and labour charges thereof.*
- ❖ *The rates quoted will be current up to 31.03.2023. However, the undersigned has the discretion to extend the period of currency by one year.*

(iii) Request for advance payment for materials procured for the job work

On specific request, it may be examined as per provisions of GFR, for which Vendor is required to submit proper delivery challans duly authenticated by ITI/ site in-charge of the Guest House with supporting bills/invoices.

4. MODE OF SUBMISSION OF TENDER

(a). The sealed tenders shall be addressed to "The Deputy Commissioner of Income Tax (HQ), O/o. Pr. Commissioner of Income Tax, Patta Plaza, Panaji- Goa" and submitted latest by 12.30 PM on 14.02.2023.

(b). The bidders are required to submit two bids i.e., **Technical bid (in Annexure-I)** providing details about the vendor/contractor, its address and contact details, registration details e.g., GSTIN/PAN/TAN, etc and **Financial bid (in Annexure-II)** providing a quotation of charges for rendering the service.





- (c). The bidders shall submit their bid in a sealed envelope super-scribing **“Tender for Painting, Electrical, Plumbing, Carpentry & Other Civil works at Income Tax Guest House at Paraiso-de-Goa, Porvorim, Goa for the year 2022-23”**, containing two separate sealed envelopes super-scribing **“Technical Bid”** and **“Financial Bid”** enclosing the respective bids along with **Annexure-I (Technical)** and **Annexure-II (Financial)**.
- (d). Amount of **service tax / GST**, if applicable, will have to be shown separately and clearly on the quotation. The Agency shall be solely responsible for depositing the service tax / GST amount claimed in the bills into the Government account and filing returns thereof.
- (e). The department has the right to relax Technical Qualifications in case of the sufficient number of quotations would have not received.
- (f). This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.
- (g). The service providers are required to submit the complete rates/quotations, only after satisfying each and every condition laid down in the terms and conditions.
- (h). All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating, and rewriting. In case of discrepancy between the words and figures, rates indicated in figures shall prevail. All overwriting/cutting and insertions shall be authenticated and attested.
- (i). Rates / Quotations shall be submitted and ink signed by the firm/vendor/bidder with its current business address.
- (j). The Contractors / Vendors will have to comply with the rates/quotations, specifications, and all terms and conditions provided in the tender notification. No deviation in the terms and conditions shall be entertained.
- (k). Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons thereof.



**First Technical bid will be opened and the Financial bid will opened only for successful bidders complying with the terms of the Technical bid.**

(l). **The Technical bids** will be opened on **15.02.2023 at 3.30 pm** and the **Financial bid** on **16<sup>th</sup> Feb 2023 at 3.30 pm** in the presence of the Purchase Committee and respective representatives of the interested vendors/contractors, if they make themselves available at that time.

(m). The renderer will be required to deposit **Rs.22,000/- being @2%** of the accepted value of tender (total value of the contract), as Earnest Money Deposit (EMD) in the form of account payee Demand Draft, Bankers Cheque favoring "**ZAO CBDT Panji**". The EMD Deposits of Unsuccessful bidders will be refunded.

(n). A consolidated bill will be submitted after the completion of the work for payment. Advance payment against the material may be made to the contractor after awarding the contract to the successful bidder if deemed fit as per the discretion of the competent authority after necessary examination as and when required.

(o). The work shall be carried out under the direction and supervision of this office.

(p). Escalation: No escalation on any of the items or statutory levies will be entertained. Prices shall be fixed till the end of the contract.

5. On acceptance of the quotation and on completion of the selection process; the successful vendor/bidder will be issued a '**work order**' to undertake the work immediately under intimation to the office of the Pr. Commissioner of Income Tax, Panaji. **The vendor will be required to start the prescribed works within 2 days from receipt of the orders from the office of the undersigned.**
6. The successful vendor/bidder shall engage his own laborer(s) and material to carry out the works and; also make his own arrangement for transportation of the same.
7. The Department reserves the right to terminate the contract forthwith without incurring any liabilities whatsoever for refunds or compensations



to the Vendor/bidder in case the Vendor/bidder fails to confirm to any of the terms and conditions of this contract at any time.

8. **The Department is at liberty to accept or reject the highest quotation and also reserves the right to accept or reject the quotation in part or whole without assigning any reasons.**
9. Failure to abide by the above conditions and non-completion of the prescribed work within the stipulated period mentioned will result in forfeiture of any amount due and termination of the works contract.



**((MUNIKOTI RAVITEJA))**  
Deputy Commissioner of Income-tax (HQ),  
**For Pr Commissioner of Income-tax,**  
**Panaji**



**ANNEXURE-I**  
**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1. Name of the party :
2. Registered Address at Goa :  
(with telephone no., fax no. & e-mail ID)
3. Name & Address of the proprietor/partners/directors :  
(with mobile number)
4. Contact person (s) :  
(with mobile number)
5. No. of years of experience in providing services :  
relating to Civil, Electrical, Plumbing & Carpentry  
services (enclose proof of performance reports,  
if any)
6. Permanent Account Number (PAN) along with the last 2 years' ITR Filed:
7. GSTN Registration Number (GSTIN) :
8. Credential from User Agency (e.g. Income-tax /other Pvt concern):  
( copy to enclose.)

**DECLARATION**

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

Signature of Authorize Signatory with date

**ANNEXURE-II  
FINANCIAL BID DOCUMENT**

1. Name of the Party:

2 Financial Bid Details :

S.No.	Particulars	Approximate Area/Quantity of the Items	Rate quoted per unit	GST @ Amount in Rs.	Total Amount (Rs.)
1.	<p><b>Painting:</b>  <b>Rooms:</b> <i>Panting of internal walls with two coats of Tractor emulsion plastic paint and 1 coat of primer including wall putty, scrapping, and necessary repair of plasters/ cracks/ wall dampening wherever required</i></p> <p><b>Window Grills, Railings, and Doors:</b>  <i>Painting of grills, railing &amp; doors with plastic emulsion paints after scrubbing and removal of rust wherever necessary.</i></p>	<p>Total of 6+1 flats have an approximate area for work is 450-500 Sqm.  Total area = 3000 + 500 = 3500 Sq Mts</p> <p>Total no of Doors = 79  (Total Area = 444.37 Sq Mts)  Total Area of Grill &amp; Rolling= 840 Sq Mts</p>			
2.	<p><b>Electrical Repairs:</b></p> <ul style="list-style-type: none"> <li>• <i>Replacing of damaged electrical wiring with ISI Mark standard electrical wiring wherever necessary</i></li> <li>• <i>Repair/replacement of</i></li> </ul>	12			

S.No.	Particulars	Approximate Area/Quantity of the Items	Rate quoted per unit	GST @ Amount in Rs.	Total Amount (Rs.)
	<p>sockets charge, switch, LED Light fittings extra replacement of damaged 15 amp /6amp switch with sockets, etc</p> <ul style="list-style-type: none"> <li>• Replacement of LED Blubs with damaged holders 41</li> <li>• LED Tube light repair/replacement wherever necessary 89</li> <li>• Thread blubs replacements 8</li> <li>• Ceiling fan repair /replacement of condensers wherever necessary 7</li> <li>• Repair of geysers 4</li> <li>• Repair kitchen exhaust fans in kitchen/wash rooms wherever necessary 6</li> </ul>				
3.	<p><b>Plumbing Works:</b></p> <ul style="list-style-type: none"> <li>• Toilet seat cover changes) 2</li> <li>• Minor repair in washrooms: Checking</li> </ul>				



S.No.	Particulars	Approximate Area/Quantity of the Items	Rate quoted per unit	GST @ Amount in Rs.	Total Amount (Rs.)
	<p><i>of water pressure, removal of chocking, removal of water seepage, and checking of water inlet &amp; outlet in all washrooms. Repair/replacement of damaged waterline wherever necessary.</i></p> <ul style="list-style-type: none"> <li>• <i>Geyser cleaning wherever necessary</i></li> <li>• <i>Tap leaking /outside pipe change</i></li> <li>• <i>Repair of flush /replacement of damaged flush</i></li> <li>• <i>Chocked drainage</i></li> </ul>				
4.	<p><b>Carpentry Work:</b></p> <ul style="list-style-type: none"> <li>• <i>Dressing mirror replacement in 13 rooms</i></li> <li>• <i>Balcony /window grill pigeon net fittings replacement for damaged</i></li> <li>• <i>Aluminum Balcony window repair</i></li> </ul>	<p>13</p> <p>13</p> <p>10</p>			

S.No.	Particulars	Approximate Area/Quantity of the Items	Rate quoted per unit	GST @ Amount in Rs.	Total Amount (Rs.)
	• <i>Front wooden door repair/replacement</i>	11			
	• <i>Wooden Teapoy polishing</i>	21			
	• <i>Sofa set/chair polishing</i>	4			

**DECLARATION**

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

Signature of Authorized Signatory with date

**FORMAT FOR CERTIFICATE OF QUALITY WORK DONE AT**  
**INCOME-TAX OFFICE/ OTHER GOVT./PVT OFFICE**

1. Nature & Scope of work done :
2. Invoice amount (Including GST) :
3. Time taken to complete the work :
4. Name of the Office (Building, Floor, Room No. etc) :
5. Comments of the Officer concern :

Name :

Signature :

Office Seal :

Date :