



प्रधानआयकरआयुक्तकाकार्यालय

Office of the Pr. Commissioner of Income-tax

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

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

Dated: 20.01.2023

**TENDER NOTIFICATION FOR UNDERTAKING ROOFTOP REPAIR & OTHER REPAIRS AT INCOME TAX GUEST HOUSE AT PARAISO-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 **rooftop repair work with installing Galvalume sheet & Other repairs for work estimated cost at Rs. 18,00,000/- ( Rs. Eighteen Lakhs )** at Income Tax Guest House at Paraiso-de-Goia, Porvorim on **urgent basis**.

**Terms and Conditions**

1. Sealed quotations with clear superscription as "Quotation for rooftop repair & other work with installing galvalume sheet at Income Tax Guest House at Paraiso-de-Goia, Porvorim for the year 2022-23" should be addressed to the Deputy Commissioner of Income Tax(HQ), O/o the Pr. Commissioner of Income-tax, Panaji to reach this office latest by **12:30 PM** on **13.02.2023**.

The technical bid will be opened on **14.02.2023** 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 15<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 2<sup>nd</sup> 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)Area of the roof to be repaired:**

The approximate area of the rooftop of two blocks and one dormitory is as under:

- (A) 6 Flats (in both Towers) = Approximate area of Roof 900 Sq Mts  
(B) 1 Flat in Dormitory = Approximate Area of Roof 150 Sq Mts

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**Total 7 flats = Approximate Area 1050 Sq Mts**



**(ii) Scope of job work/repair:**

- (a) Dismantling/removal of Mangalore tiles including its framework
- (b) Waterproofing of ceiling
- (c) Providing and fixing pre-coated Galvalume profile sheets (with necessary fixtures e.g. base plates, anchor fasteners, etc) with duly coated with epoxy primer, metal primers & black paints; its fabrication /welding work & necessary civil work to be carried out with sufficient no of laborers.
- (d) Providing storm/rainwater discharge pipe from the rooftop with necessary fittings.
- (e) Filling of cracks in internal/external walls with necessary waterproofing materials e.g. Dr. Fixit Crack X -Paste /Sika Cracksil Acrylic paste or equivalent.
- (f) Change/repair of outside water pipeline to kitchen/s to Flat No. IS/1&IS/4 and others.
- (g) Removal/clearing of all debris from the site before completion of this job work.
- (h) The rate quoted should be inclusive of charges for scaffolding, chipping, and clearing of debris from the site along with necessary labour charges.
- (i) Work/job work should be completed within 40 days from awarding the contract.

**(iii) Structural Materials to be used for repair**

- ❖ 2 mm thickness Squaresteel tube for structural steelwork.
- ❖ Pre-coated Galvalume profile sheets with 2.0 mm thickness with necessary fixtures for roofing.

**(iv) Requirement for Vendor :**

- (a) The vendor/ Contractor should have 3 to 5 years' experience in the field of installation/fixation of rooftop Galvalume sheets.



- (b) The vendor should have its registered office in Goa.
- (c) Must be regularly filing IT Returns, accordingly, vendor/bidder is required to submit its latest **Income-tax Return**.
- (d) Must have proper GST registration and regularly filing GST returns.
- (e) Must have done job work of this specification earlier also, accordingly, **Good/Best Performance Certificate** awarded by **user agencies** for previous work done at Central Govt. Offices including if any done at Income-tax Office, Panaji, Goa, or at any commercial /private location /builder site at Goa as **per the format enclosed.**

**(v) Rate quotation required :**

Vendor/Contractor should quote a comprehensive rate towards rooftop repair works including **material cost and labour charges and GST** separately for (A) & (B) as under:-

S.No.	Particulars	Approximate Area (In Sq Mts)	Rate quoted per Sq Mt	GST @ Amount in Rs.	Total Amount (Rs.)
A.	Repair of the rooftop of <b>6 flats in both towers</b> (including dismantling /removal of mangalore tile including frames beneath, repair of wall dampness, removal of trees, etc, waterproofing of ceiling and epoxy painting of framework)	900 Sq Mts			
B	Repair of the rooftop of <b>1 flat in the dormitory</b> (including dismantling/removal of mangalore tile including frames beneath, repair of wall dampness,	150 Sq Mts			



S.No.	Particulars	Approximate Area (In Sq Mts)	Rate quoted per Sq Mt	GST @ Amount in Rs.	Total Amount (Rs.)
	removal of trees, etc, waterproofing of ceiling and epoxy painting of framework)				
	Total of (A + B)=	<b>1050 Sq Mts</b>			
C	Change/repair of outside water pipeline to kitchen/s to Flat No. IS/1&IS/4 and others.				
	<b>Grand Total in words &amp; Figure</b>				

- ❖ *The rate & total amount, thus quoted should be in words and figures.*
- ❖ *The total cost should also explicitly mention the cost of other items separately (A)self screw, base plate, anchor fastener, metal primer, black paints, and (B)labour charges for fabrication/welding /civil work, etc for fabrication of rooftop metal sheet.*
- ❖ *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 & 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.*



**(vi) Request for advance payment for material supplied for fabrication & fixation of rooftop sheet**

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, Patto Plaza, Panaji, Goa-403001**" and submitted latest by 12.30 PM on 13.02.2023.

(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 undertaking rooftop repair work with installing Galvalume sheet at Income Tax Guest House at Paraiso-de-Goa, Porvorim***", 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.

(l). The Technical bid will be opened on **14.02.2023 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. **On 15<sup>th</sup> Feb 2023, the Financial bid of only those bidders will be opened who comply with the terms and conditions of the Technical Bid.**

(m). The tenderer will be required to deposit **Rs.36,000/- 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 favouring "**ZAO CBDT Panaji**". 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 item 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/bidders 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 responsible to carry out the prescribed work 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.



20/01/2023

**((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)  
Name & Address of the proprietor/partners/directors :  
(with mobile number)
3. Contact person (s) :  
(with mobile number)
4. No. of years of experience in providing services :  
relating installation/fixation of rooftop  
Galvalume sheet (enclose proof of  
performance reports, if any)
5. Permanent Account Number (PAN) along with the last 2 years' ITR Filed:
6. GSTN Registration Number(GSTIN) :
7. 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 (In Sq Mts)	Rate quoted per Sq Mt	GST @ Amount in Rs.	Total Amount (Rs.)
A.	Repair of the rooftop of <b>6 flats in both towers</b> (including dismantling /removal of mangalore tile including frames beneath, repair of wall dampness, removal of trees, etc, waterproofing of ceiling and epoxy painting of framework)	900 Sq Mts			
B	Repair of the rooftop of <b>1 flat in the dormitory</b> (including dismantling/removal of mangalore tile including frames beneath, repair of wall dampness, removal of trees, etc, waterproofing of ceiling and epoxy painting of framework)	150 Sq Mts			
	Total	1050 Sq Mts			
C	Change/repair of outside water pipeline				

S.No.	Particulars	Approximate Area (In Sq Mts)	Rate quoted per Sq Mt	GST @ Amount in Rs.	Total Amount (Rs.)
	to kitchen/s to Flat No. IS/1&IS/4 and others.				
	<b>Grand Total( In Rs . )</b>				
	In figure				

**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

Date

Phone No:

Email:

**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 :