



आयकर आयुक्त (छूट) का कार्यालय, बंगलौर  
OFFICE OF THE COMMISSIONER OF INCOME-TAX (Exemptions), BENGALURU  
छठी मंजिल, यूनिटी बिल्डिंग एनेक्सी, पी. कलिंगा रोड, बेंगलुरु-560027.  
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F.No. CIT(E)/Office-Refurbishing/2024-25

Date: 28/05/2024

### TENDER FOR REFURBISHING OF OFFICE SPACE

The office of the Commissioner of Income-tax, (Exemptions), Bengaluru proposed to refurbish the office space at 6<sup>th</sup> floor, East & West Wings, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027.

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

Interested parties may also obtain tender forms, terms and conditions, scope of work and procedure from: ITO(Hq)(Exemptions), O/o CIT (Exemptions), Bengaluru, Room no.610, 6<sup>th</sup> Floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 and also inspect the premises/site from 10/06/2024 to 18/06/2024 on all working days from 11.00 am to 4.30 pm.

A pre-bid meeting will be held on 18/06/2024 at Conference Hall, 6<sup>th</sup> floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru at 3.30 pm.

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

The sealed tender super scribed as '**Tender for refurbishing of office space**' as per specifications mentioned in the Annexure-V should be submitted to ITO(Hq)(Exemptions), O/o Commissioner of Income Tax (Exemptions), Bengaluru, Room no.610, 6<sup>th</sup> Floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 on or before 1.00 pm of 26/06/2024.

A verification of the pre-qualification bid will commence at 4.00 pm on 26/06/2024 at Conference Hall, 6<sup>th</sup> floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru. Technical bids of qualified bidders will be opened on 26/06/2024. The date and time of opening of the financial bid will be communicated after the completion of the Technical Bid Evaluation.

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

(C YAMUNA)

Addl. Commissioner of Income-tax (Exemptions),  
Bengaluru

**Sub: Tender for refurbishing of office space - reg.**

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1. The office of the Commissioner of Income-tax, (Exemptions), Bengaluru invites sealed tenders for award of work contract at 6th Floor, East & West Wing, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027.

2. Complete and Sealed tenders should be addressed to:

**Commissioner of Income-tax (Exemptions), Bengaluru,  
6th Floor, Unity Building Annexe,  
P Kalinga Rao Road, Bengaluru – 560027.**

The sealed covers should be super-scribed as “**Tender for refurbishing of office space**” as per specifications mentioned in the following annexures and should be submitted in the office of Income Tax Officer (HQ) Exemptions, O/o CIT(Exemptions), Bengaluru, Room No. 610, 6th Floor, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 on or before 26/06/2024.

3. Relevant details, communication and tender forms are uploaded in the central procurement portal ‘[www.eprocure.gov.in](http://www.eprocure.gov.in)’ and the Karnataka and Goa regional website of Income Tax department i.e., ‘[incometaxkarnatakagoa.gov.in](http://incometaxkarnatakagoa.gov.in).’

4. The proposed work contract includes creation of furniture and fixtures for the office of Commissioner of Income Tax (Exemptions), 6th Floor, East wing and West Wing, Unity Building Annexe, Kalinga Rao Road, Bengaluru as per **Annexure-V**.

5. A proposed design by the bidder is to be submitted as part of the technical bid. The proposed design should be functional and conform to sound engineering principles while maintaining refreshing aesthetics. The design should be open and seamless for common areas with sufficient natural light while minimizing outside ambient noise.

6. Interested parties may inspect the proposed renovation site from 10/06/2024 to 18/06/2024 on all working days from 11.00 am to 4.30 pm.

## BIDDER'S INSTRUCTIONS

1. This tender is a three-stage sequential evaluation-based-qualification bid consisting of a 'Pre-Qualification Bid', 'Technical bid' and 'Financial bid'. Every tender should be submitted with Pre-qualification Bid, Technical bid and financial bid separately in sealed covers.
2. The relevant details which relate to Pre-Qualification Bid are given in Annexure-I.
3. The relevant details of Technical Bid Document (Annexure-II), methodology of Evaluation criteria for Technical Bid is outlined in Annexure-III and Financial Bid as per Annexure-IV.

### BID IS IN TWO PARTS.

- (i) **Technical Bid** containing details of general nature viz. Demand Draft for Cost of bid document, E.M.D., details required for Eligibility Criteria, Experience of Bidder as asked for in the bid. (as per the relevant Annexure)
- (ii) **Financial Bid** shall contain Schedule of rates duly filled, signed and stamped on each page. (as per the relevant Annexure)

The above two envelopes should be separately sealed and superscripted as "**Envelope No.1-Technical Bid**" and as "**Envelope No.2-Financial Bid**" and enclosed in a **larger Envelope** super scribing as 'Techno-Financial Bid' with Tender Notice No., description of work and due date of opening on the cover and addressed to the Commissioner of Income Tax (exemptions), Bengaluru.

- (iii) Financial bid of only those bidders whose technical bids are found acceptable, in order and complete in all respects shall be opened by constituted committee in this office on notified time, date and place in presence of Qualified bidders or their duly nominated representatives. Financial bid of bidders who do not qualify as per contents of the technical bid shall be returned to them along with their E.M.D. and Financial bid (without opening).
  - (iv) The Department reserves the right to reject any bid without assigning any reasons thereof, in the interest of the work.
  - (v) Any deviation from the clauses hidden/intentional/unintentional shall be considered as contravention of the clauses of Bid document and same shall also be grounds of rejection.
4. Only those tenders who qualify Pre-qualification Bid will proceed to evaluation stage in Technical Bid. Incomplete tenders and those which do not conform to the regulations set in Pre-qualification stage will be rejected and their Technical Bid will not be considered for evaluation.

5. Financial bid of only those tenders which achieve 75% or more in the Technical Bid evaluation will be opened. The other remaining which does not achieve 75% will be deemed to have been rejected.
6. The lowest value bid received amongst the financial bids will be termed as L1 and work contract will be awarded to the said contractor. The said L1 contractor to abide by terms and conditions as outlined below and complete scope of work and minimum specification requirements are as per Annexure-V.
7. The Lowest quote shall be considered as L1 and shall be further considered for award of the work contract. The lowest bid L1 will be termed the contractor and work contract awarded accordingly subject to terms and conditions. However, in case of failure of L1 to adhere to terms and conditions of this contract, the next bidder will be given the work contract at the rates quoted by the L1 bidder
8. The aggregate annual business turnover of the contractor in the last three financial years should be more than Rs. 4.00 Crore and minimum of Rs.1 Crore and above turnover in all the three previous years. Certified financial statements should be enclosed for evidence. Copies of the IT Return filed for the latest three Financial Year should be furnished along with a certified copy of the PAN card to be enclosed with pre-qualification bid.
9. Each bidding contractor should have a minimum of five (05) years' experience in the field of creation of office space/Work station and he should have executed 3-4 projects in renovation/creation of office spaces work in Central Government Department. Necessary evidence of execution of office space/work station should be enclosed with the Pre-qualification bid document. Copies of work order, completion certificates, and pictures of the completed work showing the complexity of design should be submitted. The design submitted in the pre-bid should be implemented, if approved.
10. The Contractor in the Technical bid document specifically should provide details of the quality/type of material proposed to be used, operating costs involved and execution capabilities to meet the requirement of this specific project. In proof of the same, the Contractor should include complete details of a minimum of 2 projects executed of similar nature of work for an area in excess of 3000 Sq. ft and one project work executed amounting to Rs. 50 lakhs and above.
11. The bidder should have Karnataka Registration of GST and an office in Bengaluru.
12. Bid should be complete and covering the entire scope of job and should confirm to the bidders instructions and terms & conditions indicated in the bid documents. Incomplete and non-confirming bids will be rejected outright.
13. The bidder should have executed similar nature of work in Bengaluru.
14. The Bidder should not have been blacklisted by any Government offices in Karnataka due to non-performance of similar nature of contract work.
15. No Joint Venture/consortium is allowed to participate in the bid process.
16. INCOME TAX DEPARTMENT, BENGALURU may consider relaxation of any of the norms mentioned above if the bidders have exemplary previous record on quality of service from the three existing customers of it. This is subject to actual verification of the credentials.

17. The Department reserves the right to reject any bid without assigning any reasons thereof, in the interest of the work.
18. The bidder shall submit 5% of the total bid amounts as security deposit by way of Demand Draft drawn in favor of the ZAO, CBDT, Bengaluru along with the tender.
19. The Bid document is not transferable. Each bidder shall submit only one bid as per scope of work. No bidder shall have any cause of action or claim against INCOME TAX DEPARTMENT, Bengaluru, for rejection of his bid.
20. Any deviation from the clauses hidden/intentional/unintentional shall be considered as contravention of the clauses of Bid document and same shall also be grounds of rejection.
21. The Bid documents submitted should be signed and stamped by the authorized signatory of the organization on each page of the documents which are serially numbered [both technical and financial], the failure to do so will be treated as non-fulfillment of the Bid conditions and the bid shall be summarily rejected.

**INCOME TAX DEPARTMENT, BENGALURU** reserves all rights to extend the deadline for submission of bids.



(C YAMUNA)

Addl. Commissioner of Income-tax (Exemptions),  
Bengaluru

**ANNEXURE –I**

**PRE-QUALIFICATION BID**

We, the undersigned, offer to provide the services for design and refurbishing of office space at 6th Floor, East & West Wing, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027 in accordance with your tender dated : \_\_\_\_\_.

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

S.No	Particulars		
1	Name of the entity		
2	Office-Address in Bengaluru		
3	Telephone number		
4	Fax number		
5	E-mail address		
6	Name and designation of the authorized person		
7	Year of establishment along with registration details		
8	Year of establishment has any widely accepted certification		
9	Any penalty levied by Government agencies		
10	Pre-qualification Criteria		
	Criteria	Type of Documentary Evidence Provided	Evidence Annexed at Page No.
10.1	Entity should be incorporated/ registered in Karnataka		
10.2	Entity should have a minimum experience of 5 years, in the related field of work.		
10.3	Entity should have executed at		

	least two (2) projects of similar nature in design and materials used for an area of 3000 sq. ft and above in the last three (3) years.		
10.4	Aggregate annual business turnover of the entity in the last three financial years should be more than Rs. 4.00 Crores and minimum of Rs.1 Crore and above turnover in all the three previous years.	Financial Year	Turnover (in INR)
10.5	Tender fees of Rs. 500/-		

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

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

We remain,

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Address of the entity:

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

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

(Signature of the Authorized Signatory)

**DECLARATION**

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I/We understand that in case any deviation is found in the above statement at any stage, the agency will be blacklisted and may not be permitted to bid in future.

(Signature of the Authorized Signatory with Date)



### ANNEXURE-III

#### EVALUATION CRITERIA FOR TECHNICAL BID

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

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

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

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

#### **Quality & Relevance of specific Projects**

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

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

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

**ANNEXURE-IV**  
**FINANCIAL BID DOCUMENT**

1. Name and address of the entity :
  
2. Contact details of entity :
  
3. Name & address of the Propreitor/ Partners/ Directors (Mobile No.)
  
4. Amount inclusive of all taxes :  
(Total Amount in words, RUPEES \_\_\_\_\_)
  
5. Breakup of the works as per Annexure-V along with the Financial Bid

Place:  
Date:

Signature of Bidder  
Name:

**DECLARATION**

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

(Signature of the Authorized Signatory with Date)

## ANNEXURE-V

### Scope of Work and Specifications

The proposed work contract includes refurbishing of office space for the office of Commissioner of Income Tax (Exemptions), 6th Floor, East wing and West Wing, Unity Building Annexe, Kalinga Rao Road, Bengaluru.

1. Providing & Pasting of different types of wall papers at sixth floor east and west wing.
2. Panneling along with information board and pedestral stand.
3. Electrical repair work & changing light fittings to LED
4. Repairing, Changing of laminate & locks for the storage cabinets
5. Lift corridor replacing of false ceiling 425 Sq.ft
6. Providing vinyl flooring 610 Sq.ft
7. Signage / Name Board

The above requirements should be planned in the common area available.

### GENERAL:

- h. Design should ensure adequate cross-ventilation for natural light to be brought in and circulation of fresh air.
- i. The proposed design to be given by the contractor should adhere to the design brief/minimum requirement regarding materials to be used.

### EXCLUSIONS:

- j. Chairs for the workstations do not form part of the contract.
- k. Computers and other peripherals do not form part of the contract
- l. Air conditioners/Inverters do not form part of the contract

### TERMS AND CONDITIONS

1. '*Contractor*' shall mean the entity to which the work contract has been awarded based on this tender.
2. '*Contractee*' shall mean Commissioner of Income-tax (Exemptions), Bengaluru.
3. '*Work Contract*' shall mean the creation of work station, face lift of reception counter and wooden storage cabinets at 6<sup>th</sup> Floor, East & West Wing, Unity Building Annexe, P Kalinga Rao Road, Bengaluru – 560027.
4. '*Entity*' in this document shall mean a Proprietary concern, partnership firm, LLP or a Company registered and incorporated under the Companies Act, 2013.
5. The Contractor shall bear all costs associated with the preparation and submission of its bid. The contractee will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6. The Contractor shall quote the rates in the bid for the proposed work in the prescribed Performa alongwith the plan for carrying out the said work. viz., seating arrangement, and placement of workstations, visitors waiting area for both east and west wings and face-lifting of tappal counter for East wing and face lifting of entrance area and Wall to wall Storage cabinets for two chambers in West wing etc., All the columns in the Performa should be mandatorily filled and the contractor should mention rates separately for each work.
7. The Contractor should submit Pre-qualification Bid, Technical and Financial Bid separately. All the bids should be submitted in separate sealed covers. An acknowledgement for submission of bids may be obtained from Income-tax Officer(Hq)(Exemptions), O/o Commissioner of Income tax(Exemptions), Bengaluru on submission of bid.
8. The rates quoted in the bid should be inclusive of all taxes, including labour and other miscellaneous costs etc.,
9. The work shall commence immediately after the issuance of the letter of intent or work contract whichever is earlier and the Contractor should complete the work within 50 days of the awarding of the work contract by abiding the terms and conditions. Income-tax Department will Forfeiture the EMD in the event of non completion/cancelation of contract by Bidder due to non meeting of the obligations
10. No escalations of costs on any of the items or statutory levies will be entertained. Prices shall be fixed till the end of the contract.
11. The Contractee reserves the right of accepting the whole or any part of the quotation received and the contractor shall be bound to perform the same at the rates quoted.
12. The work shall be carried out under the direction and supervision of the office of the Commissioner of Income tax (Exemptions), Bengaluru. The work shall comply with the specifications, Drawings and other contract documents as specified and accepted in the Technical bid and Financial bid.
13. The contractee decision with regard to the quality of the material and workmanship will be final and binding. Any material rejected by the Contractee shall be immediately removed by the Contractor and replaced by material of acceptable and specified quality and standards. Technical requirements are subjected to enhancement/modification and the bidder will be bound to adhere to such conditions.
14. The Materials, workmanship and fabrication shall be of the specified and agreed quality and shall consist of new materials indicative of longevity amidst sustained usage.
15. Where, during such guarantee periods as mentioned above, any material or equipment or workmanship or generally any item of work fails to comply or is not in conformity with the requirements stipulated in the Contract Documents or not in accordance with the criteria and provisions of guarantee, the Contractor shall be responsible for and shall

bear and pay all costs and expenses for replacing and/or rectifying and making good such materials, equipment, workmanship and items of work. In addition to the same, the Contractor shall also be responsible for and shall bear and pay all costs and expenses in connection with any damages and/or losses suffered as a consequence of such failure.

16. A consolidated bill will be submitted after completion of the work for payment. The bills will be cleared within a reasonable time. However, in case of any unexpected delay, the contractor should be in a position to offer credit facility for the period.
17. The contractor shall submit the bill on completion of the work along with the completion certificate obtained from this office. No interim bills will be raised until the completion of the project.
18. Successful bidder shall be required to mobilize for commencement of services on date notified by the Department, failing which penalty as shall be imposed as under
  - In case of **breach of any of the conditions** of the contract and for all types of losses caused by the successful bidder, **INCOME TAX DEPARTMENT, BENGALURU shall levy penalty and make deductions** as deemed suitable or as specified in the contract, and deduct the same from the bills preferred by the Bidder.



**(C YAMUNA)**

Addl. Commissioner of Income-tax (Exemptions),  
Bengaluru