



**OFFICE OF THE
PR. CHIEF COMMISSIONER OF INCOME TAX (CCA)
CENTRAL REVENUE BUILDING, I. P. ESTATE, NEW DELHI.**

F. No. 18/Pr. CCIT (CCA)/W&S/New Year Function /2015-16/604 Dt: 23/11/2015

Notice for open tender

Sealed quotation/bid is invited from the reputed companies/firms/parties for New Year Function, 2016 to be held on 01.01.2016 in C. R. Building, I . P. Estate, New Delhi. The following works/services are to be provided:-

1. Supplying and making flower decoration at ground floor, first floor, second floor, third floor and fourth floor in the Central Revenue Building, I. P. Estate, New Delhi.
2. Supplying of food raw material for making snacks/sweets for 1000 persons.
3. Supplying Crockery for 1000 persons & Manpower (Cook, Waiter, Bearer & helper).
4. Supplying tent materials (Two Seater Sofas, 100 Chairs, Center Tables for Two seater sofa and 10 round tables all with white covers) and erection of tent of size 80"X140" for 1000 persons.

New Year function will be held on 01.01.2016 at 4.00PM in the parking Area behind the canteen of Central Revenue Building, Indrapastha Estate, New Delhi.

The Tender/bids notice/documents along with "General instructions" can be downloaded from the website www.incometaxindia.gov.in OR www.eprocurement.gov.in or can be collected from the O/o The Income Tax Officer, (Welfare & Security), Room No-339, Central Revenues Building, I. P. Estate, New Delhi-110002. The agencies have to submit non refundable tender fee of Rs. 500/- either through PO/DD or deposit of cash with ITO (PR), Room no. G-22A, C. R. Building, New Delhi.

Last date of sale of tender/bids -	16/12/2015 till 11.00 am.
Last date & time for submission of bids -	16 /12/2015 till 1.00 pm.
Date & Time of opening of bids -	16/12/2015 at 3.00 pm.

Sd/-

(Deepak Kapoor)

Assistant Commissioner of Income Tax,

(H. Qrs.) (Admn.), New Delhi.

Phone No.-23379596, FAX No. 011-23378668

A GENERAL INSTRUCTIONS FOR TENDER/BIDS

- 1 The office of Pr. CCIT, Delhi, New Delhi is celebrating New Year function in C. R. Building New Delhi requires work /services as per schedule-I .
 - 2 Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
 - 3 An Earnest money deposit (EMD) of Rs. 25,000/- (Rs. twenty five thousand only) through draft/PO favoring "Deputy Commissioner of Income Tax, (Hq) (Finance), New Delhi" shall be enclosed with the bid. The EMD will be refunded to the unsuccessful bidders within twenty days after the award of the contract to the successful bidder. No interest will be payable on the EMD. The EMD of the successful bidder fails to sign the contract or fails to execute the work/service, the EMD will be forfeited.
 - 4 All entries in the tender/bids form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender/bids shall be summarily rejected. However, the cuttings, if any, in the bid Application must be initialed by the person authorized to sign the tender/bids bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.
 - 5 The bid shall be opened on the scheduled date and time, in the Conference Hall, 3rd Floor, office of the Pr. Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, Indraprastha Estate, New Delhi-110002 in the presence of the duly authorized representatives of the Company / Firm / Agency, if any, who wish to be present on the spot at that time.
 - 6 The competent authority of Office of the Pr. Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to annul any or all bids without assigning any reason.
 - 7 The bidder shall quote the financial bids as per the format enclosed at Annexure I.
- B. MISCELLANEOUS:**

Complying with the legal rules and regulations of the State Government and Central Government governing the work order would be the sole responsibility of the contractor.

The Department reserves the right to accept/reject any tender/bids or all tenders without assigning any reason.

C. FRAUD AND CORRUPT PRACTICES

a The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

b Without prejudice to the rights of this Office under Clause-a. hereinabove, if an applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such applicant shall not be eligible to participate in any tender/bids issued by this Office during a period of 2 (two) years from the date such applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

c For the purposes of this clause-a, the following terms shall have the meaning hereinafter respectively assigned to them:

i "Corrupt practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

ii "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

iii "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

iv "undesirable practice" means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and

v "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

D. LEGAL

A The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office of the Pr. Chief Commissioner of Income Tax, Delhi, New Delhi, Central Revenue Building, I. P. Estate, New Delhi-110002 to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

B The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.

SCHEDULE-I

Detail of work/service for New Year Function, 2016

Floral Decoration - Supplying and making flower decoration at ground floor, first floor, second floor, third floor and fourth floor in the Central Revenue Building, I. P. Estate, New Delhi.

1. Decoration of each rooms doors at ground, first. Second third and fourth floor in Income Tax Department. Total No of Rooms is 300(Approx). Front Corridors at ground floor and third floor are to be decorated.
2. Decoration with Rangoli at common place Floors of **appropriate size** as per space available. Total No. of **Rangoli 10**.

Raw Materials - Supplying of food raw material for making snacks/sweets for 1000 persons.

1. Gajar ka Halwa.
2. Mix Pakoda (three types i.e. Paneer, Aloo, Palak etc.
3. Samosa.
4. Gulab Jamun
5. Pastries
6. Tea & Coffee.

Crockery and Manpower - Supplying of Crockery & manpower (Cook, Waiter, Bearer & helpers) for 1000 persons. All waiters, bearer helpers should be in Dress and should be presentable.

Tent material and its erection - Supplying tent materials (Two Seater Sofas, 150 Chairs, Center Tables for Two seater sofa and 12 round tables all with white covers) and erection of tent of size 80"X140" for 1000 persons. Tent material viz. cloth, drapes, curtains etc should be of white colour.

ANNEXURE- I

E FINANCIAL BID

For the work/service as mention in schedule -I

1. Name of Service Provider Company / Firm/ Agency :

2. CONTRACT RATE :
For the work/service as mention in Schedule -I

The rates of the items mentioned in the schedule-I

DEDUCTIONS: Income tax as applicable shall be deducted at source. The Service Providing Company/Agency/Firm shall be responsible for meting out all the tax implications as per Rules of other Government Departments.

	Signature of authorized person
Place:	Full Name:
Date:	Seal:

DECLARATION: - I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)