

DIRECTORATE OF INCOME TAX
(Public Relations, Printing & Publications)
6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110 001
F.No. Pub-1(114)/DIT(PR, P&P)/2017-18/496

Dated: 06.12.2017

Limited Tender Notice for Departmental Pavilion in Indian Science Congress, Hyderabad-2018

The Directorate of Income Tax (PR, P&P) invites sealed tender under Two-bid system (Technical and Financial Bids in separate envelope) from empanelled ad agencies for conceptualization, fabrication and maintenance of **Pavilion of Income Tax Department** for the **Indian Science Congress, Hyderabad -2018** scheduled at Osmania University, Hyderabad from 03rd January, 2018 to 07th January, 2018. Specification of the job and other terms and conditions are available in the tender document available on our Departmental website www.incometaxindia.gov.in and on www.e-procure.gov.in and can also be obtained from Room No. 601, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 on any working day from 06-12-2017 to closing date during office hours.

Sealed bids in prescribed format (superscribed "Technical Bid" and "Financial Bid" respectively) along with EMD of **Rs.50,000/-** (Rupees Fifty Thousand Only) drawn in favour of **ZAO, CBDT, New Delhi** and addressed to Additional Director General of Income Tax (PR, P&P), 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 should be placed in one sealed envelope superscribed fabrication and maintenance of Pavilion of Income Tax Department during **Indian Science Congress, Hyderabad -2018** scheduled at Osmania University, Hyderabad and should be dropped in the tender box kept in Room No. 601, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 latest by **11:00 A.M. on 13.12.2017**. The technical bids will be opened at **3.00 P.M. on 13.12.2017** in Room No. 609, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001. Bidders may, if they so desire, send one representative to be present at the time of opening of the technical bids as mentioned above. Eligible agencies should be ready to make presentation at **11:00 A.M. on 14-12-2017**.

The Directorate reserves the right to reject/cancel the tender process at any time without assigning any reasons thereof. For any query in the matter, contact may be made at telephone No. 011-23412630/23414277.

Sd/-
DDIT (Publicity)
O/o ADG (PR, P&P),
New Delhi

TENDER DOCUMENT

Sub: Taxpayers' Lounge of the Income Tax Department at the 105th Indian Science Congress, Hyderabad – 3rd January to 07th January, 2018

2. Specification of work:

2.1 Sealed quotations are invited for the following work:-

A Pavilion has to be fabricated for Taxpayers' lounge of the Income Tax Department at the Indian Science Congress, Hyderabad – 3rd January to 07th January, 2018 in an area of 108sq. mtrs. In this regard, conceptualization, making of design, modification of designs from time to time as per the requirements and instructions of the Department, presentation of the designs before the Department, modification thereof as per requirements, presentation of the revised design/ model before the Department and upon selection of the design/ model, fabrication of the actual Pavilion as per the requirement, specification, time schedule and instructions by the Department and maintenance of such Pavilion of **Income Tax Department during the 105th Indian Science Congress, Hyderabad – 3rd January to 07th January, 2018 is the main work required to be undertaken on a turnkey basis.**

2.2 The said design should include the following:

- (i) Flooring of the stall should be at a height of 4 inch above the ground level. The floor should have wooden flooring with carpet.
- (ii) One store room with shelves to store the books, stationery, etc.
- (iii) One reception counter along with Aaykar Seva Kendra Centre and two counter for PAN application/26AS /TDS mismatched etc. Laptops should be provided for the counters alongwith provision for 4G dongles for Internet support. Provision of 2 LED/Plasma screens (42" or above) along with DVD players/laptops for running videos/presentations. Apart from there, one black & white printer cum copier should also be provided.
- (iv) One books shelf made of glass and 3-4 brochure stands.
- (v) Three elegant glass round tables along with 4 sleek chairs for each table. Provision for one dozen extra chairs for seating within the lounge must also be made Planters etc. for the stall should also be provided.
- (vi) Provision for high quality English speaking personnel in adequate numbers to manage the pavilion including hostess, Anchor, Supervisors, cleaners, security guards, technicians, etc.
- (vii) Branding and signage including standees etc. using flex/vinyl and back lit material as appropriate for the stall as per the requirement of the Department.
- (viii) The backdrop and facia for the stall has to be designed by the agency.
- (ix) Lighting (spot lights and halogens) as per the design and requirement to the satisfaction of the Department.
- (x) High quality sound system for making announcements as well as providing audio for the film being run on the LED screens.
- (xi) The agency shall arrange for passes for the manpower deputed in the pavilion the agency for Indian Science Congress.

- (xii) Tea/Coffee vending machine and provision for meals, snacks etc. for the personnel deputed as well as dignitaries visiting the stall limited to Rs. 60,000.
- (xiii) The agency shall distribute gift items (with proper branding of the Department) for (a) children (b) other Taxpayers, (c) dignitaries during various competitions such as quiz organized during the event to the tune of Rs. 75,000/- .
- (xiv) The agency would also be required to engage 4 Tax Return Preparers (TRPs) to manage the information counters at a remuneration of Rs. 1000/- per day per TRP. The Department would reimburse the agency on the basis of actuals not exceeding Rs. 20,000/- (Rs.1000/- x 4 TRPs x 5 days) in all.
- (xv) **One LED Wall 8ft x10ft for augmented Reality/ Gamification in Virtual Reality (Video Game) alongwith all accessories for playing the game. The game should preferably have a theme based on payment of Income Tax.**
- (xvi) The agency would also be required to provide 2 touch screen tablets/i-pads for taking the Operation Clean Money Pledge by visitors alongwith skilled/technical manpower.
- (xvii) Agency will also provide 8 ft. tall board for cutout as in the image of Facebook Page and provide the necessary/ adequate arrangement to facilitate a Slogan Competition at the pavilion.
- (xviii) Any other item required by the Department for smooth running of the stall.
- (xix) The copyright of the pavilion, design and all other creative works installed at the pavilion including the augmented reality/Gamification. Relevant software shall be handed over by the agency to Income Tax Department after conducting the event and shall vest with this Directorate and it would have exclusive rights on the said work as well as the awards won, if any.

2.3 The actual structure should be completed on or before **2nd January, 2018**, as per design submitted at the time of presentation after incorporating all the suggestions/modifications made by the Department from time to time.

3. Time Frame

The agency shall, immediately upon the receipt of work order, coordinate with the organizers of 105th Indian Science Congress, Hyderabad for taking possession of the bare space for fabrication of the stall incorporating all the modifications suggested by the Department in the design presented by the agency. The agency shall also get the final designs, brandings, signages etc. approved by the Directorate and ensure that the fabrication of the stall is completed by 02.01.2018. Thereafter, the said Pavilion should be maintained as such till 07.01.2018.

4. The bidder agencies will have to submit two separate sealed envelopes duly marked as tender for **Taxpayers' Lounge of the Income Tax Department at 105th the Indian Science Congress, Hyderabad– 3rd January to 07th January, 2018.** One said envelop should contain all "**Technical Bid**" and second envelope is to be marked for "**Financial Bid**".

5. Selection Process

Short listing of the agencies will be made on the assessment of the technical bid. Thereafter, on the design of the pavilion facilities to be provided (including Gamification, facebook cutout), gifts etc. the qualified agencies would be asked to make 10 minute power point presentation before the Tender/Screening Committee by **14.12.2017 (tentatively)** for further evaluation. The time of presentation will be conveyed subsequently. The agencies would also be required to submit samples of gifts/takeaways (with branding of the department) during the presentation. Since this assignment involves high quality creativity and innovative approach, final selection shall be made on the basis of creative quality and design by giving **70:30 weightage** to creative presentation & Financial Bid

respectively. Concept, innovative ideas and creativity in designing the Pavilion would be given **utmost** importance while evaluating the design and presentation by the said agency. The Screening Committee will evaluate the presentation on the criteria mentioned in **Annexure 'B'** and agencies obtaining more than 70 points with minimum of 50% in each criteria specified will be eligible for the opening of Financial Bid. Financial Bids will be opened only for such short-listed agencies. The decision of this Directorate with regard to selection of agency will be final and binding and no communication in this regard will be entertained.

6. Financial Bid

Envelope super-scribed "**Financial Bid**" should contain consolidated cost estimates at an approximate cost of Rs. 13,00,000/- (exclusive of applicable taxes) for the entire work. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should include all the expenses in respect of conceptualization, fabrication & maintenance of the Pavilion during **Taxpayers' Lounge of the Income Tax Department at the 105th Indian Science Congress, Hyderabad– 3rd January to 07th January, 2018** which include all material, labour charges and incidental charges for fabrication and maintenance of the Pavilion in **Annexure 'A'** with the Tender Notice.

7. Earnest Money

Earned money deposit (EMD)/ Bid Security of Rs. **50,000/- (Rupees Fifty Thousand Only)** in the form of A/c Payee Demand Draft or Pay Order in favour of "**DDO, ZAO, CBDT, New Delhi, payable at New Delhi**" should accompany the bids and the same will be returned to unsuccessful bidders, after the tender process is completed. In case of non-performance of the contract, the entire amount of EMD of the Agency shall be forfeited.

8. Payment

- (i) Bills may be raised on the basis of approved estimates after satisfactory completion of the work. Payment will be made only after the execution of work carried out by the agency to the satisfaction of the Directorate.
- (ii) No advance payment shall be made.
- (iii) Deduction at source for income tax or any other tax as applicable shall be made as per rules.
- (iv) This Directorate shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.
- (v) Goods and Service Tax as applicable would be payable only after submission of documentary evidence of deposit by the agency.
- (vi) This Directorate shall not entertain any claim or damages, whether liquidated or otherwise, that may arise from any other party during or after the completion of all works pertaining to the Pavilion.

9. Penalty

In case the agency fails to complete the fabrication work as per its design along with modification suggested by the Department within stipulated period i.e., on or before 02.01.2018, penalty of **Rs. 50,000/-** per day will be imposed on the agency. In case the Pavilion is not completed before 03.01.2018, in addition to the penalty mentioned herein before, proportionate amount of rent expense paid by the Department to the **105th Indian Science Congress, Hyderabad– 3rd January to 07th January, 2018** for the said space will also be recovered. In case of failure to complete the work

to the satisfaction of the Directorate, the Agency will be liable to penalty and legal action may also be initiated against the agency for non-performance of the contract.

10. Submission and opening of tender

- (i) The tender should reach this Directorate by 1100 hours on 13-12-2017.
- (ii) Separate sealed envelope should be used for Financial Bid.
- (iii) Financial Bids should be submitted separately as annexed with this tender notice.
- (iv) Tenders received late will not be entertained.
- (v) Incomplete or conditional Tenders will not be entertained.
- (vi) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (vii) The sealed tender should be super-scribed as "Conceptualization, fabrication and maintenance of **Taxpayers' Lounge of the Income Tax Department at Indian Science Congress, Hyderabad**– 3rd January to 07th January, 2018.
- (viii) The financial Bids of only those Agencies shall be opened which qualify the minimum requirements after presentation as details in Para's mentioned above.
- (ix) One representative of the bidder may be present at the time of opening of tender

11. The Directorate reserves the right to cancel the tender process without assigning any reasons.

12. All disputes shall be subject to the territorial jurisdiction of Delhi.

13. For any clarifications, interested parties may contact the undersigned.

14. Important dates (subject to change) are as under:

Publishing of tender notice	1200 hrs. on 06-12-2017
Last date & time of receipt of tender	1100 hrs. on 13-12-2017
Date & time of opening of Technical bid	1500 hrs. on 13-12-2017
Date & time of presentation before Screening Committee	1030 hrs. on 14-12-2017
Opening of financial bids/Selection of agency	1230 hrs. on 15.12.2017

Sd/-
DDIT(Publicity)
O/o ADG (PR,P&P), New Delhi
Ph. 011-23413317

Financial bid for fabrication conceptualization and maintenance of Income Tax pavilion at Indian Science Congress, Hyderabad– 3rd January to 07th January 2018.

S.No.	Work	Rate (Rs. Per person/item)	Cost (Rs.)
1	Conceptualization, designing and fabrication of the pavilion in <u>Indian Science Congress, Hyderabad– 3rd January to 07th January, 2018</u> in an area of 108 sq. mtr. respectively required to be undertaken on a turnkey basis, including maintenance of the pavilion during entire duration of " <u>Indian Science Congress, Hyderabad.</u> This should include:- One store room with shelves to store the books, stationery, etc. One book shelf made of glass and 3-4 brochure stands.		
2	The backdrop, facia & brandings / signages for the stall		
3	Flooring of the stall at a height of 4 inch above the ground level. The floor should have wooden flooring with carpet.		
4	One reception counter along with Aaykar Seva Kendra Centre and two counter for PAN application/26AS /TDS mismatched etc. Laptops should be provided for the counters alongwith provision for 4G dongles for Internet support. Provision of 2 LED/Plasma screens (42" or above) along with DVD players/laptops for running videos/presentations. Apart from there, one black & white printer cum copier should also be provided.		
5	One LED Wall 8ft x10ft for augmented Reality/ Gamification in Virtual Reality (Video Game) alongwith all accessories for playing the game. The game should preferably have a theme based on payment of Income Tax.		
6	Provision for conducting of quiz		
7	Three elegant glass round tables alongwith 4 sleek chairs for each table. Provision of one dozen extra chairs for seating within the lounge must also be made Planters etc. for the stall should be provided.		
8	Provision of 2 LED/Plasma screens (42" or above) alongwith DVD players/laptops for running, videos/presentations.		
9	Branding and signage including standees etc. using flex/vinyl and back lit material as appropriate for the stall as per the requirement of the Department.		

10	Any other item required by the Department for smooth running of the stall		
11	The agency would also be required to provide 2 touch screen tablets/i-pads for taking the Operation Clean Money Pledge by visitors alongwith skilled/technical manpower.		
12	Agency will also provide 8 ft. tall board for cutout as in the image of Facebook Page and provide the necessary/ adequate arrangement to facilitate a Slogan Competition at the pavilion.		
13	Provision for high quality English/ Hindi speaking manpower in adequate numbers to manage the stall including hostess, MC, supervisors, cleaners security guards, technicians etc.		
14	Lighting (spot lights and halogens) as per the design and requirement.		
15	High quality sound system for making announcements as well as providing audio to the film being run on the LED screens.		
16	The agency shall arrange for passes for the manpower deputed in the pavilion the agency for Indian Science Congress.		
17	Tea/Coffee vending machine and provisions for lunch/snacks etc. for the personnel deputed as well as dignitaries visiting the stall limited to Rs. 60,000/-		
18	Misc. items required for smooth running of the stall limited to Rs. 25,000/-		
19	The agency shall distribute gift items (with proper branding of the Department) for (a) children (b) other Taxpayers, (c) dignitaries during various competitions such as quiz organized during the event to the tune of Rs, 75,000/-.		
20	The concerned agency would also be required to engage 4 Tax Returns Prepares (TRPs) to manage the information counters at a remuneration of Rs. 1000/- per day per TRP. Department would reimburse the agency on the basis of actual not exceeding Rs. 20,000/- (Rs. 1,000/- x 4 TRPs x5 days)		

Annexure 'B'

S.No.	Items	Point	Remarks
1.	Concept /theme	20	
2.	Innovation	20	
3.	Design/Creativity	20	
4.	Key Personal Involved	05	
5.	Past Experience	10	
6.	Idea for enhancing public participation including ideas for prize/gifts etc.	15	
7.	Branding space and designs	10	
Total		100	