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**DIRECTORATE OF INCOME TAX**  
**(PRINTING, PUBLICATION & PUBLICITY )**  
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**6th Floor, Mayur Bhawan, Connaught Circus, New Delhi – 110001**

**F.No.Pub-1(126)/DIT(PR, P&P)/2017-18/**

**Limited Tender Notice for pavilion of Income Tax Department in IIMTF-2018 at Bhubaneswar from 2<sup>nd</sup> – 12<sup>th</sup> February, 2018**

The Directorate of Income Tax (PR, P&P) invites limited tenders under two-bid system (Technical and Financial Bids in separate envelope) from reputed agencies including empanelled ad agencies for conceptualization, fabrication and maintenance of Pavilion of Income Tax Department during the IIMTF-2018 at Bhubaneswar scheduled at Janata Maidan, Bhubaneswar, Odisha from 2<sup>nd</sup> – 12<sup>th</sup> February, 2018. Specification of the job and other terms and conditions are available in the tender document available on our Departmental website i.e [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and on [www.e-procure.gov.in](http://www.e-procure.gov.in) and can also be obtained from Room No.603, 6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 on any working day from **04-01-2018 to 12-01-2018** during office hours. Pre bid meeting shall be held at Room No. 609, 6<sup>th</sup> Floor, Mayur Bhawan, New Delhi on 09.01.2018 at 11.00 a.m. for seeking clarifications on the specification of the work.

Sealed bids in prescribed format (superscribed “Technical Bid” and “Financial Bid” respectively) along with EMD of **Rs.50,000/-** drawn in favour of **ZAO, CBDT, New Delhi** and addressed to Directorate of Income Tax (PR,P&P), 6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 should be placed in one sealed envelope superscribed conceptualization fabrication and maintenance of Pavilion of Income Tax Department during “**Tax Payers Lounge at IIMTF-2018 at Bhubaneswar from 02-02-2018 to 12-02-2018**” and should be delivered in the Room No. 603, 6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 latest by **12 Noon on 15.01.2018**. The technical bids will be opened at 3.00 pm on **15.01.2018** in Room No. 609, 6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi. Bidders may, if they so desire, send representative to be present at the time of opening of the technical bid as well as financial bid. Eligible agencies should be ready to make presentation on **16.01.2018**, the time of which would be intimated separately. Financial bids of the qualified bidders will be opened on **17.01.2018** at 3.00 p.m. at Room No. 609, 6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi.

The Directorate reserves the right to reject/cancel the tender process at any time without assigning any reason thereof. For any query in the matter, contact may be made at telephone No.011-23411287.

Date: 03.01.2018

Sd/-  
(Rajesh Raina)  
DDIT (Publicity)-II  
Tel: 011-23411287

**Limited Tender notice**

**Sub: Limited Tender Notice for Taxpayers' Lounge of Income Tax Department in IIMTF-2018 at Bhubaneswar – reg.**

The Directorate of Income Tax (PR, P&P) invites limited tenders under two-bid system (Technical and Financial Bids in separate envelope) from reputed agencies including empanelled Ad agencies for conceptualization, fabrication and maintenance of Taxpayers' Lounge of Income Tax Department during IIMTF-2018 at Bhubaneswar scheduled at Janata Maidan, Bhubaneswar, Odisha from 2<sup>nd</sup> – 12<sup>th</sup> February, 2018.

**2. Specification of work:**

**2.1** Sealed quotations are invited for the following work:-

The Taxpayers' Lounge has to be fabricated in air-conditioned pavilion at Janata Maidan, Bhubaneswar, Odisha in an area of **144 sq. mtr. (open on one sides) (map enclosed-Option 1)**. The length, breadth of the Pavilion will be 18 mtr. x 8 mtr. respectively. In this regard, conceptualization, making of design, modification of designs from time to time as per the requirement and instructions of the Department, presentation of the designs before the Department, modifications 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 IIMTF-2018 scheduled to be held at at Janata Maidan, Bhubaneswar, Odisha from 2<sup>nd</sup> – 12<sup>th</sup> February, 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 finish or vitrified tile finish.
- (ii) One sitting room with 1 executive quality sofa set and 1 centre table. The room should also be equipped with one 42" LED Screen with provision for high quality transmission of live video from the lounge area from at least 6 CCTV cameras. The provision should include recording of live feed also.
- (iii) One store room cum pantry with shelves to store the books, stationery, etc.
- (iv) One reception counter for general information and issue of photo certificates of 170 GSM alongwith adequate equipment and technical support. Reception counter will also be used for sale of departmental publications.
- (v) Provision of a drawing area for children alongwith sufficient stationery for holding drawing competitions throughout the duration of the IIMTF.
- (vi) One information counter each (total three) for TRPS, e-filing/26AS and PAN, alongwith adequate furniture/chairs and storage space. Laptops should be provided for the counters alongwith provision of 4G dongles for internet support.
- (vii) One book shelf made of glass and 2 brochure stands.
- (viii) Three elegant glass round tables alongwith 3 sleek chairs for each table. Planters etc. for the stall should also be provided.
- (ix) Provision of 3 LED/Plasma screens (42" or above) and 1 LED/Plasma screens (55" or above) alongwith DVD players/laptops for running videos/presentations. Apart from these, one printer / scanner should also be provided.

- (x) Provision of LED wall having dimension 8 ft. width and 10 feet height for running a video game (software of the game to be provided by Department). The agency will have to arrange appropriate control module/accessories for playing the game and a technical person to install, operate and maintain the game during the fair.
- (xi) Provision of high quality camera for the live transmission of the activities in the drawing area be made.
- (xii) Provision for high quality Hindi, Odia and English speaking manpower in adequate numbers to manage the stall including hostess, MC, Quiz Master, receptionist, supervisors, cleaners, security guards, technicians, etc.
- (xiii) Branding and signage including standees etc. using flex/vinyl and backlit material as appropriate for the stall and for one print advertisement as per the requirement of the Department.
- (xiv) The backdrop, fascia, brandings including 8 ft. tall board for cutout in the image of Facebook Page of the Department (for clicking pictures and uploading the same on the facebook page) at the pavilion for the lounge has to be designed by the agency. In addition, creation of one radio jingle which would be broadcast by the Department during the fair.
- (xv) Lighting (spot lights and halogens) as per the design and requirement to the satisfaction of the Department.
- (xvi) High quality sound system for making announcements as well as providing audio to the film being run on the LCD screens.
- (xvii) Tea/coffee vending machine and provision for meals/snacks etc. for the personnel deputed as well as dignitaries visiting the stall limited to Rs.75,000. This will include expenses on inauguration and other major visits.
- (xviii) The agency should also arrange for execution of (a)Nukkad Natak/Pantomime (b) Conduct of Quiz, or any other activity which the agency may suggest, which would be performed during the said period, as per requirement.
- (xix) The agency shall distribute gift items for (a) children (b) other taxpayers/Dignitaries with proper branding of the Department during various competitions organized during IIMTF for pavilion of IT Department limited to Rs.1,00,000.
- (xx) Miscellaneous items required for smooth running of the stall limited to Rs.50,000.
- (xxi) The agency would also be required to engage upto 4 numbers of Tax Return Preparers (TRPs) to manage the information counters at a remuneration of Rs.1250/- per day per TRP. Department would reimburse the agency on the basis of actuals not exceeding Rs. 55,000/- (Rs.1250/-\* 4 TRPs\* 11 days) (taxes will be reimbursed extra, as applicable).
- (xxii) The copyright of the work shall vest with this Directorate and it would have exclusive rights on the work and the awards won, if any.

2.3 The actual structure should be erected by **31.01.2018** as per design submitted at the time of presentation on **16.01.2018** after incorporating all the suggestions made by the Department from time to time.

### 3. **Time Frame**

The agency shall, immediately upon the receipt of work order, coordinate with the organisers for taking possession of the bare space for fabrication of the stall well within the timelines 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, radio jingle etc. approved by the Directorate and ensure that the fabrication of stall is completed by **31.01.2018**. Thereafter, the said Pavilion should be maintained as such till **12.02.2018**.

4. The bidder agencies will have to submit two separate sealed envelopes duly marked as for conceptualization fabrication and maintenance of Pavilion of Income Tax during **“Tax Payers Lounge at IIMTF, 2018 at Bhubaneswar from 2<sup>nd</sup> February to 12<sup>th</sup> February, 2018”**. The first envelope is to be marked for **“Technical Bid”**. It should contain particulars regarding eligibility criteria alongwith documentary evidences. The second envelope is to be marked as **“Financial Bid”** and should contain all cost estimates.

#### **5. Technical Bid**

The technical bid should contain particulars regarding eligibility criteria alongwith documentary evidences. The said work mentioned in paragraphs 2.1 to 2.3 above is to be completed, subject to the following terms and conditions:-

- (i) The bidder should have valid GSTN and PAN. Copies of relevant proof should be attached.
- (ii) The bidder should have experience in the work for conceptualization, fabrication and maintenance of Pavilion/Lounge. Copies of such work orders executed during last three years must be submitted alongwith the bid.
- (iii) The bidder should have minimum turnover of **Rs. 3 crore** during the preceding three years i.e. year ending 31.03.2015, 31.03.2016 and 31.03.2017. A certificate from Chartered Accountant certifying turnover should be enclosed.
- (iv) The bidder should not be black listed by any Government department/agency and should not have any criminal case pending against it. An undertaking in respect of the same should be submitted.
- (v) Details of experience of creative personnel like visualizers or concept directors, fabricators etc. be submitted.
- (vi) Details of prizes/rewards won for conceptualization, fabrication and maintenance of Pavilion be submitted.
- (vii) A copy of tender documents duly **signed by the tenderee(s)** with identification of name & designation as a token of acceptance of all the conditions laid down in the tender notice should be attached alongwith the tender. Submission of proposal by the agency will also imply that it has read all the documents carefully and made itself fully aware of the work.

#### **6. Financial Bid**

Envelope super-scribed **“Financial Bid”** should contain consolidated cost estimates. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should be submitted alongwith the **“Technical Bid”** simultaneously. The said Financial Bid should include all the expenses in respect of conceptualization, fabrication & maintenance of Pavilion at the IIMTF, 2018 at Bhubaneswar from 2<sup>nd</sup> February to 12<sup>th</sup> February, 2018 which includes all taxes, material, labour charges and incidental charges for fabrication and maintenance of the Pavilion in **Annexure ‘A’** attached with the Tender Notice.

#### **7. Earnest Money**

Earnest 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 **“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. Selection Process**

Short listing of the agencies will be made on the assessment of the technical bid. Thereafter, the qualified agencies would be asked to make 15 minute power point presentation before the Screening Committee on **16.01.2018 (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 bidders. The Screening Committee will evaluate the presentation on the criteria mentioned in **Annexure 'B'** and only those 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.

## **9. 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) GST as applicable with education cess, if any, 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.

## **10. Penalty**

In case, the agency fails to complete the fabrication work as per its design alongwith modification suggested by the Department within stipulated period i.e. on or before 31.01.2018, penalty of Rs. 25,000/- per day will be imposed on the agency. In case the Pavilion is not completed before 02.02.2018, in addition to the penalty mentioned herein before, proportionate amount of rent expense paid by the Department to the organizers 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.

## **11. Submission and opening of tender**

- (i) The tender should reach this Directorate by **12:00 noon on 15.01.2018**.
- (ii) Separate envelopes should be used for Technical Bid and Financial Bid.
- (iii) Financial Bids should be submitted separately in the proforma as per **Annexure 'A'** of 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 "For conceptualization, fabrication and maintenance of Pavilion of Income Tax Department during "IIMTF, 2018" at Bhubaneswar from 2<sup>nd</sup> February to 12<sup>th</sup> February, 2018.
- (viii) The technical bids will be opened first and the Financial Bids of only those Agencies shall be opened which qualify the minimum requirements after presentation as detailed in para 8 supra.
- (ix) One representative of the bidder may be present at the time of opening of tender.
- (x) Important time-lines as under:

<b>Pre bid meeting</b>	<b>11.00 a.m. on 09.01.2018</b>
<b>Last date and time of receipt of tender</b>	<b>12 noon on 15.01.2018</b>
<b>Date and time of opening of technical bid</b>	<b>3.00 pm on 15.01.2018</b>
<b>Presentation by shortlisted agencies</b>	<b>16.01.2018 (time will be conveyed)</b>
<b>Date and time of opening of financial bid</b>	<b>03.00 pm on 17.01.2018</b>

- 12. The Directorate reserves the right to cancel the tender process without assigning any reasons.
- 13. All disputes shall be subject to the territorial jurisdiction of Delhi.
- 14. For any query in the matter, contact may be made at telephone No.011-23411287.

Sd/-  
(Rajesh Raina)  
DDIT (Publicity)-II  
Tel: 011-23411287



**Financial bid for fabrication conceptualization and maintenance of Income Tax pavilion at "IIMTF, 2018" at Bhubaneswar from 2<sup>nd</sup> February to 12<sup>th</sup> February, 2018**

S.No.	Work	Rate (Rs. per person / item)	Cost (Rs.)
1.	<p>Conceptualization, designing and fabrication of the Pavilion at Janata Maidan, Bhubaneswar, Odisha from 2<sup>nd</sup> - 12<sup>th</sup> February, 2018 in an area of 144 sq. mtr. (open on one side) required to be undertaken on a turnkey basis, including maintenance of the pavilion during entire duration of IIMTF, 2018. This should include:-</p> <ul style="list-style-type: none"> <li>• One sitting room with 1 executive quality sofa set and 1 centre table. The room should also be equipped with one 42" LED Screen with provision for high quality transmission of live video from the lounge area from at least 6 CCTV cameras. The provision should include recording of live feed also.</li> <li>• One store room cum pantry with shelves to store the books, stationery, etc.</li> <li>• Drawing area for children alongwith sufficient stationery for holding drawing competitions throughout the duration of the IIMTF.</li> </ul>		
2.	<p>Branding and signage including standees etc. using flex/vinyl and backlit material as appropriate for the stall and for one print advertisement as per the requirement of the Department. The backdrop, fascia including 8 ft. tall board for cutout in the image of Facebook Page of the Department (for clicking pictures and uploading the same on the facebook page) at the pavilion for the lounge has to be designed by the agency. In addition, creation of one radio jingle to be broadcast by the Department during the fair.</p>		
3.	<p>Flooring of the stall at a height of 4 inch above the ground level. The floor should have wooden finish or vitrified tile finish.</p>		
4.	<p>One reception counter for general information and issue of photo certificates of 170 GSM alongwith adequate equipment and technical support. Reception counter will also be used for sale of departmental publications.</p>		
5.	<p>One counter each (total three) for TRPS, e-filing/26AS and PAN, alongwith adequate furniture/chairs and storage space. Laptops should be provided for the counters alongwith provision of 4G dongles for internet support.</p>		
6.	<p>One book shelves made of glass and 2 brochure stands.</p>		
7.	<p>Three elegant glass round tables alongwith 3 sleek chairs for each table. Provision for one dozen extra (foldable) chairs for seating within the lounge must also be made. Planters etc. for the lounge.</p>		

8.	Provision of 3 LED/Plasma screens (42" or above) and 1 LED/Plasma screens (55" or above) alongwith DVD players/laptops for running videos/presentations. Apart from them, one printer/scanner should also be provided		
9.	Provision for high quality Hindi, Odia and English speaking manpower in adequate numbers to manage the stall including hostess, MC, Quiz Master, supervisors, cleaners, security guards, technicians, etc.		
10.	Provision of LED wall having dimension 8 ft. width and 10 feet height for running a video game (software of the game to be provided by Department). The agency will have to arrange appropriate control module/accessories for playing the game and a technical person to install, operate and maintain the game during the fair.		
11.	Lighting (spot lights and halogens) as per the design and requirement.		
12.	High quality sound system for making announcements as well as providing audio to the film being run on the LCD screens.		
13.	Tea/coffee vending machine and provision for meals/snacks etc. for the personnel deputed as well as dignitaries visiting the stall limited to Rs.75,000.		
14.	Cost of execution of (a) Nukad Natak/Pantomime (b) Conduct of Quiz, which will include all expenses of the artists and Quizmaster or any other activity as per the choice of agency.		
15.	Gifts items/takeaways for (a) children (b) other tax payers/dignitaries with proper branding of the department limited to Rs.1,00,000.		
16.	Misc. items required for smooth running of the stall limited to Rs.50,000.		
	<b>TOTAL INCLUSIVE OF ALL TAXES (Rs.)</b>		
17.	The agency would also be required to engage 4 Tax Return Preparers (TRPs) to manage the information counters at a remuneration of Rs.1250/- per day per TRP. Department would reimburse the agency on the basis of actuals not exceeding Rs.55,000/- (Rs.1250/-* 4 TRPs* 11 days) (taxes will be paid extra).		

**(Rates quoted should include all applicable taxes, labour, incidental charges, transportation etc.)**

(Signature of Authorized Signatory with date and seal)



**Criteria on which the presentation of the Technically qualified bidders will be evaluated  
by the Screening Committee**

**Date of Presentation: 16.01.2018**

<b>Sl.No.</b>	<b>Item</b>	<b>Points</b>	<b>Remarks</b>
1.	Concept/Theme	30	
2.	Innovation	25	
3.	Design/Creativity	25	
4.	Ideas for enhancing public participation	10	
5.	Branding, space and design	10	
	<b>Total</b>	<b>100</b>	

**INDIA INTERNATIONAL MEGA TRADE FAIR -  
2018**  
2-12 FEBRUARY,2018 JANTA MAIDAN, BHUBANESWAR  
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