



**OFFICE OF THE
BUILDING - IN - CHARGE
Pr. COMMISSIONER OF INCOME TAX - 26
C - 11 / 6th FLOOR, PRATYAKSHA KAR BHAVAN
BANDRA KURLA COMPLEX, BANDRA (E), MUMBAI 400 051
© 2657 2322 Fax : 2657 2994 EPABX : 2657 2599 Extn : 3223**

No.Pr.CIT-26/Building-In-Charge/TENDER/ 2016-17

Date : 04.05.2016

TENDER NOTICE

Subject: Inviting quotations for supply of Sanitary and other items (extension of last date).

The Pr. Commissioner of Income Tax-26, Building InCharge, PratyakshakarBhavan (PKB), BKC, Mumbai, invites Quotations under two bids system, in sealed covers from reputed parties for supply of Sanitary and other items for PratyakshakarBhavan, BKC, Mumbai-400051.

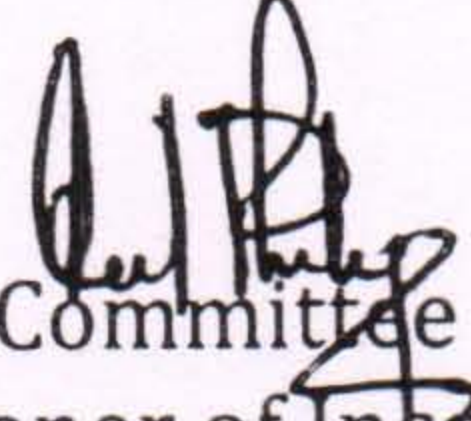
The schedule for processing of tender is as under:

1. Original tender dates : From 01.04.2016 to 21.04.2016
2. **Extended Last Date for Submission of tender forms: 18.05.2016 up to 2 pm.**
3. **Opening of Tenders : 3:30 pm on 18.05.2016 at room no 710, C-12 Building, PKB, BKC, Mumbai**

Quotation should be sent in sealed envelopes super scribed as "Quotation for supply of Sanitary and other items", and should reach the office of the Jt. CIT- 33(1), 710, C-12 Building, PratyakshaKarBhavan, BandraKurla Complex, Mumbai-400051 on or before the last date as specified above.

If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working day at the same time.

Detailed tender document can be obtained from the O/o Jt. CIT- 33(1), 710, C-12 Building, PratyakshaKarBhavan, BandraKurla Complex, Mumbai-400051 or downloaded from the Department's website www.incometaxindia.gov.in.


Tender Committee
For Pr. Commissioner of Income Tax-26
Building In Charge, PKB, BKC, MUMBAI.

1. The Webmangager@incometax.gov.in



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No.Pr.CIT-26/Building-In-Charge/TENDER/2015-16

Date : 22.03.2016

TENDER NOTICE

Subject: Inviting quotations for supply of Sanitary and other items.

The Pr. Commissioner of Income Tax-26, Building InCharge, PratyakshakarBhavan (PKB), BKC, Mumbai, invites Quotations under two bids system, in sealed covers from reputed parties for supply of Sanitary and other items for PratyakshakarBhavan, BKC, Mumbai-400051.

The schedule for processing of tender is as under:

- 1. Availability of tender on Website : From 01.04.2016 to 21.04.2016**
- 2. Last Date for Submission of tender forms: 21.04.2016 up to 2 pm.**
- 3. Opening of Tenders : 3:30 pm on 21.04.2016 at room no 710, C-12 Building, PKB, BKC, Mumbai**

Quotation should be sent in sealed envelopes super scribed as "Quotation for supply of Sanitary and other items", and should reach the office of the Jt. CIT- 33(1), 710, C-12 Building, PratyakshaKarBhavan, BandraKurla Complex, Mumbai-400051 on or before the last date as specified above.

If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working day at the same time.

Detailed tender document can be obtained from the O/o Jt. CIT- 33(1), 710, C-12 Building, PratyakshaKarBhavan, BandraKurla Complex, Mumbai-400051 or downloaded from the Department's website www.incometaxindia.gov.in.

Tender Committee

For Pr. Commissioner of Income Tax-26
Buiding In Charge, PKB, BKC, MUMBAI.

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MODE OF SUBMITTING BIDS

1. The bid shall consist of two parts - **Technical Bid** and **Financial Bid**. Both the bids are to be placed in two sealed envelopes (clearly super scribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in one sealed cover. The Bids of all parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith.
2. **Technical Bid** should contain copy of this tender document along with terms and conditions signed with stamp on every page, 'Contractors Information Format' and EMD while the **Financial Bid** should contain price quoted by them. The Financial Bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidder's Financial Bid shall be returned unopened.
3. The Technical Bids will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority may be present at the time of opening the tender. After preliminary scrutiny of Technical Bids, verification of credentials, the Price Bids of only those bidders whose Technical Bids are found eligible will be opened at a later date.

CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

TERMS AND CONDITIONS

1. The tenderer shall quote the rates for separate items in prescribed format complying with the instructions contained in the tender documents.
2. The validity of tender must be **120 days** from the date of opening of tender.
3. The tenderer shall pay **Rs.10,000=00** (Rupees Ten thousand only) towards Earnest Money Deposit (EMD) along with the tender in the form of Crossed Demand Draft payable to "**ZAO, CBDT Mumbai**" payable at Mumbai.
4. The tenders received without EMD in the prescribed form shall be rejected.
5. The EMD of the unsuccessful tenderers will be returned after award of the contract to the successful bidder.
6. The Earnest money of the tenderer shall be forfeited without prejudice to any other rights or remedies:
 - (a) If the tenderer withdraws his tender during the specified period of tender validity
 - (b) If, after acceptance of his tender, the tenderer fails to take up the job.
 - (c) If, the tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - (d) If, after acceptance of his tender, the tenderer fails to furnish the balance of

7. The successful tenderer has to pay an amount 10% of the tendered amount (equivalent Annual Value of the contract) as security deposit (SD) in the form of crossed Bank draft payable to "ZAO, CBDT Mumbai" payable at Mumbai before commencing the work. Security deposit will remain with the Department as long as the contract is in force. The SD shall be submitted to the Office within seven days from the date of receipt of the letter of intent (LOI). No interest will be paid on SD.
8. The applicant must have a proven track record of at least 3 years in supplying Sanitary and other items.
9. The Contractor shall not assign or subcontract any of its responsibilities contained in this contract to any agent, sub-agent or subcontractor.
10. The name and telephone number of the contractor/supplier will be conveyed to the Caretaker, PKB, Mumbai for day-to-day coordination.
11. The contract will be for a period of 1 year from the date of signing of contract agreement, but it can be extended further on the same terms and conditions.
12. The Principal Commissioner of Income-tax-26, Building In Charge, PKB, BKC, Mumbai, will not be bound to award contract for purchase of all items in Annexure to one supplier/ contractor. Rather, the Principal Commissioner of Income-tax-26, Building In Charge, PKB, BKC, Mumbai, reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm for any number of articles that may be the most economical to it or suitable to its requirements.
13. The items as per the approved specifications should be supplied within two days from the date of receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cost per day of delay, if the delay is attributed to the supplier).
14. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage. Supply orders shall ordinarily be in writing but may be over telephone also. If supply order is placed over phone, the contractor will get the order in writing in 1 day and receive the same in two days. If the supplier fails to supply in pursuance of the order over telephone followed by written order, it shall be construed as failure of an ordinary purchase order.
15. The payment to the contractor can be withheld in case of unsatisfactory work/ poor quality material or the Contract can be terminated by the Principal Commissioner of Income-tax-26, Building In Charge, PKB, BKC, Mumbai, on account of unsatisfactory work/ poor quality material by giving a month's notice. This will be binding on the contractor.
16. The firm whose rates are found to be lowest may be required to display sample of non-branded items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.

17. The items are generally purchased on month-to-month or quarterly basis. However, the procurement of the above items would be purely "on need" basis without any guarantee for any minimum quantity. Hence, the Pr. Commissioner of Income Tax-26, Building In Charge, PKB, Mumbai shall be not liable to take any or all items included in the Rate Contract with L1 bidder during the validity.
18. The items as per the approved specifications should be supplied within two days from the date of receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cost per day of delay, if the delay is attributed to the supplier).
19. Stores are required to be delivered at the office of the Pr. Commissioner of Income Tax-26, Building In Charge, PKB, BKC, Mumbai on free delivery without any extra charges.
20. In case of repeated failure to supply the items indented by the Pr. Commissioner of Income Tax-26, Building In Charge, PKB, BKC, Mumbai, within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from Earnest Money Deposit kept as performance security or from the pending bills, the firm will also be barred from participating in any future Tenders.
21. The firm should be in a position to supply the Stationery/Sanitary items on short notice and also as and when needed. The firm should be able to provide these items on holidays/Saturday/Sunday also.
22. In case a supplier is not able to supply the above items which have been requisitioned on urgent basis on telephone without formal supply orders within the stipulated period of time, the supply order shall be cancelled and the items will be procured from the open market and difference of the cost, if any, will be recovered from Earnest Money Deposit kept as performance security or from the pending bills.
23. The Pr. Commissioner of Income Tax-26, Building In Charge, PKB, BKC, Mumbai, will not accept any duplicate/sub standard items. If the supplier is not able to supply the items as per sample, appropriate action will be taken against the firm i.e. imposition of the penalty, cancellation of contract or forfeiture of Earnest Money Deposit kept as performance security deposited with the contract including blacklisting the firm.
24. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.
25. GUARANTEE/ WARRANTY: If any of the goods supplied has warranty/ guarantee attached with it by manufacturer or dealer or distributor, the supplier contractor will be responsible to make such warranty/ guarantee available for such goods and the supplier contractor will be responsible for doing all required liaison in this

26. The decision of the Pr. Commissioner of Income Tax-26, Building In Charge, PKB, BKC, Mumbai, shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
27. No advance payment will be made.
Payment will be made as per Government norms & procedure after submission of bill. Advance payment will not be made under any circumstances. All payments will be made by electronic payment to supplier contractor's bank account as will be provided by the latter.
28. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
29. If the successful tenderer fails, in course of the agreement period, to comply with the term sand conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
30. The Competent Authority reserves the right to change the relevant dates; to accept or reject partly or fully all or any of the applications; or cancel all tenders without assigning any reasons whatsoever.
31. Any bid not complying with requirements/conditions either wholly or partially shall be liable for rejection.
32. The decision of Tenders Purchase Committee shall be final with regard to technical bids.
33. The Financial Bid shall be opened of successful technical bidder only.
34. **The tender notice along with terms and conditions, duly signed and sealed, should be submitted along with the technical bid as evidence of acceptance of the same.**
35. Tax deduction at source as per law will be made from bills while making payments.
36. Any dispute arising out of or relating to this Agreement shall be subject to adjudication of a Competent Court in Mumbai.

Date:

Signature with stamp

Place:

Name and address

ANNEXURE-I**TO BE SUBMITTED WITH TECHNICAL BID
CONTRACTORS INFORMATION FORMAT**

1. Name of the Tenderer:
2. Address and telephone no:
3. Status of the tenderer: Company / Firm / Proprietary:
4. Name of Partners/Directors/Proprietor:
5. Total value of Annual turnover/Sales: For the last 3 years. (Enclose copies of financial statement)
6. Income Tax Return for the last three years, Ward / Circle and PAN
7. Details of Service Tax& VAT Registration No.
8. Bank Details required for making payments through RTGS and submit a photocopy of cancelled cheque.
9. Details of similar work done with Govt. Departments, other reputed organizations.
(Enclose copies)

Date:

Signature with stamp

Place:

Name and address

FINANCIAL BID**ANNEXURE - II**

Sr. No.	ITEM	Rate (Rs.)	Per (unit)	VAT	Total(Rs.)
1	Liquid Soap		1 liter		
2	Phenyl		1 liter		
3	Acid		1 liter		
4	Dettol Soap		Big size		
5	Nirma Powder		1 kg		
6	Naphthalene Balls(white)		1kg		
7	Naphthalene Balls(colour)		1kg		
8	Broom (Hard)		1 piece		
9	Broom (Soft)		1 piece		
10	Bleaching powder		1 kg		
11	Duster (Floor)		1 piece		
12	Duster (Table)		1 piece		
13	Mori Bush		1 piece		
14	Plastic Dustbin		1 piece		
15	Rubber Squeezer		1 piece		
16	Lock (Godrej)		1 piece		
17	Tubelight		1 piece		
18	Telephone Instrument (Landline)		1 piece		
19	Poly Cab Wire (2 pair)		1 bundle		
20	Poly Cab Wire (4 pair)		1 bundle		
21	Poly Cab Wire (10 pair)		1 bundle		

Date:

Signature with stamp

Place:

Name and address