



F.No. 60/3/Renovation/2022-23/AD-DOMS / 563
Government of India
Ministry of Finance, Department of Revenue
Directorate of Income Tax
(Organisation & Management Services)
Level-5, East Block-2,
R.K. Puram, New Delhi - 110066.
Tel. No.: 011 - 26170970
Fax No.: 011 - 26185607

Dated: - 23.01.2023

24

NOTICE

Notice for inviting sealed quotation for providing following services with regard to repair and maintenance work of the Pantry and Washroom situated in the office of the ADG (O&MS), East Block-2, Level-5, RK. Puram, New Delhi:-

Pantry:

- (a) Replacement / repair of False ceiling
- (b) Repair of Ceiling / Plaster work
- (c) Replacement of LED lights fitted in the false ceilings.
- (d) Replacement of Floor tiles
- (e) Replacement / repair of Wooden cabinets
- (f) Installation of wall mounted wooden cabinets
- (g) Replacement / repair of Electrical boards.

Washroom:

- (a) Entire floor, walls and tile joints are to be cleaned and repairing/replacement/re-joining of tile gaps is to be done.
- (b) Entire accessories (WC, Faucet, Wash basin, Taps, Disabled friendly Hand Grills etc.) need to be replaced.
- (c) LED lights fitted in the false ceilings are not working properly and need to be replaced.
- (d) Exhaust Fan is to be installed.
- (d) White washing is to be done.
- (e) Minor repair work may arise during the course of maintenance which have to be completed.

2. Sealed quotations should be dropped in the Box kept in the office of DIT(O&MS), New Delhi or sent by registered post at the address given above so as to reach by due date and time latest by 03.02.2023 upto 14:00 hrs. The quotations will be opened at 4:00 p.m. on the 06.02.2023 in the office of the DIT(O&MS), East Block-2, RK. Puram, New Delhi before the Bid Evaluation Committee and you are requested to send your representative during its opening. Incomplete quotations or quotations not in proper format shall be summarily rejected.

तृप्ता सिन्हा
24/01/2023

(Tripta Sinha)
ADIT (O&MS)
O/o DIT(O&MS), New Delhi

शर्तें/Terms & Conditions

1. बोलीदाता को जमा करने से पूर्व कार्य-समय में कभी भी कार्य की मात्रा को देखने के लिए साइट देखने की अनुमति है। The bidder shall be allowed a site visit to inspect the volume of work at any time within the office Hours, prior to submission of bids.
2. बोली में तकनीकी बोली के मद-वार दर सन्निहित होंगे/financial bid should consist of item wise price for items showing technical specification and brand.
3. बोलीदाता द्वारा दिये गए दर में सामग्री, मजदूरी, पारगमन आदि शामिल होंगे तथा बोलीदाता किसी भी रूप में अन्य कोई प्रभार का दावा करने का पात्र नहीं होगा/The charges to be quoted by the bidder should include material, labour transportation, etc. And the bidder shall not be entitled to claim any other charge in form.
4. बोलीदाता द्वारा दिये गए दर में जीएसटी के बिना और जी एस टी शामिल करने के बाद दोनों राशियों का विवरण होना चाहिए/The charges quoted by the bidder shall depict the amount exclusive of GST and total amount after including the GST.
5. सफल बोलीदाता को कार्य के पूरा होने के उपरांत बिल जमा देना है। किसी भी अग्रिम राशि की भुगतान नहीं किया जाएगा। भुगतान बैंक खाते को निर्देशित होगा इस उद्देश्य से बैंक खाता नंबर, बैंक का आईएफसीकोड तथा एमआईसीएआर वांछनीय है। The successful bidder shall be required to submit the bill after completion of work, only after which payments will be made. No payment will be made in advance. Payment will be directed in the bank account, for this purpose, Bank Account Number, IFS Code of that bank and MICR shall be required.
6. सफल बोलीदाता को कार्य आदेश जारी किए जाने के 15 दिन के अंदर कार्य को पूरा करना है। The successful bidder should complete the work within 15 (Fifteen) working days from date on which work order is given.
7. निविदा समिति को बिना कोई कारण दर्शाए किसी भी या सभी दरपत्र को अस्वीकार करने या किसी एक भाग को स्वीकार करने का पूर्ण अधिकार है। The Tender Committee reserves the full right either to reject any or all the quotations or accept any in part without assigning any reason thereof, whatsoever.

त्रिप्ता सिन्हा
24/01/2023

(Tripta Sinha)
ADIT(O&MS)

O/o DIT(O&MS), New Delhi

QUALIFYING BID DOCUMENT

1. Name of the concern :
2. Address of the concern :
(With telephone no, Fax & Email)
3. Name and Address of the Partners/directors :
(with Mobile nos.)
4. Contact persons(s) (with Mob No) :
5. No. of year of experience in this field :
6. A brief note on the work contracts carried out by the concern in the last three years :
7. Permanent Account Number (attach copy) :
8. GST certificate (attach copy) :
9. Undertaking that the firms/agency agrees with terms and conditions of the tender document :
10. Undertaking that the firms/agency is not declared Blacklisted or Penalised by any Govt. authority. :

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)

*Details in respect of government and non-government organizations may be provided in separate annexure accompanying this qualifying bid.

FINANCIAL BID DOCUMENT

1. Name of the concern/Agency :
2. Address of the concern/Agency :
(With telephone no, Fax & Email)
3. Name and Address of the Partners/directors (with Mob nos) :
4. Contact persons(s) (with Mob No) :
5. Bidding amount per month (excluding GST) :

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.

I also certify that there is no pending payments including Service Tax/GST with any Govt. Deptt./PSUs/LSGs till date and the bid submitted complies with the Minimum Wages Act.

(Signature of Authorized Signatory with date)