

OPEN TENDER ENQUIRY

Last date: 25.08.2023 at 12:00 Noon

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned herein for undertaking for hiring of Venue for conducting Income Tax Departmental Examination 2023.

OVERVIEW OF WORK:

To carry out hiring of Venue having carpet area of approx. 14,500 sq. Ft. alongwith CCTV cameras, if available for 4 days from 04.09.2023 to 08.09.2023 for conducting Income Tax Departmental Examination 2023.

REQUIREMENTS:

1. The premise should be located on a suitable place, well connected to public transport with enough parking space.
2. The premise should have adequate fire safety measures and security measures as per legal requirement.
3. The premise should have proper electrical fixtures such as switches, power points etc.
4. The premises should have provision of 24 hours power back up facility including in the lift.
5. Provision of lift is essential, if the offered space is not on the first or second floor of the building. However preference will be given to space offered on ground and first floor.
6. The building should have adequate toilet facilities with proper water supply.
7. The building should be differently-abled friendly.

PAYMENT:

- i. No advance payment would be made in any case. Payment shall be made after completion of the entire work and after submission of "Certificate Satisfactory Services" which shall be obtained from Authorized Officer of Dy. Commissioner of Income Tax (HQ), Personnel, Mumbai.
- ii. The Vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.
- iii. No demand for revision of rate on any account shall be entertained during the contract period.
- iv. No payment shall be made for the Part of premise not used.

ELIGIBILITY CRITERIA:

1. The bidder must have a minimum annual turnover of Rs.10 Lakhs from supply of goods and services in relation to setting up infrastructure facilities in the last 3 financial years i.e. 2019-20, 2020-21 and 2021-22.
2. The bidder should have head office/branch office in Mumbai. In this regard, documentary evidence of address in the form of any registered document has to be submitted.
3. Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers 1 and 2 mentioned above.

TERMS & CONDITIONS FOR HIRING OF VENUE:

1. Sealed tenders are invited in two separate sealed envelopes containing "Technical bid" and the other "Financial bid". The bid is to be submitted in two parts-Technical bid and Financial bid. The Technical bid and Financial bid proforma have been placed as Annexure-'A' and 'B' respectively to this tender document. These tenders are invited in view of the advertisement given on behalf of the Principal Commissioner of Income Tax Office, Mumbai and appearing in various newspapers.
2. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non compliance of terms of contract.
3. The technical bid must accompany with copies of three Return of Income filed for A.Y. 2020-21, 2021-22 and 2022-23 and proof of turnover in these years (Return of Income and other financial statements).
4. The bidder will be qualified for Financial Bid only if it fulfills the eligibility criteria and conditions stipulated in the "Technical Bid".
5. Tender bid should be submitted in a big sealed envelope marked as '**Tender for hiring of venue for conducting Income Tax Departmental Exam-2023**' containing two smaller sealed envelopes marked as '**Technical Bid**' and '**Financial Bid**'. **If technical and financial bids are not enclosed in separate sealed envelopes, the bids are likely to be rejected at the discretion of the Department.**
6. Rates quoted should be all inclusive of applicable taxes.
7. It should be ensured that complete particulars are provided in the technical bid in respect of all the points mentioned in proforma.
8. The vendor will have to fulfill the safety rules, security rules as governed by the applicable rules/laws, for the representatives of the vendor, prevailing from time to time.
9. The vendor's Supervisor shall be responsible to supervise the job in person, ensure its smooth performance and his presence at site during the work shall be deemed compulsory.
10. The technical bid will be opened by the tender committee formed for this purpose. The Committee thereafter shall evaluate the technical bid and visit premises and after visiting the site will decide about the suitability of the premises. Thereafter, the financial bids will be considered and opened only of those bidders, who qualify in the technical evaluation.
11. The quotation documents are to be submitted in office of the Addl. C.I.T. (HQ) Personnel, Mumbai in Room No.133C, First Floor, Aayakar Bhavan, M.K.Road, Mumbai-400 020 on or before 12:00 noon on 25.08.2023. No bids will be accepted thereafter.
12. The quotation will be opened at 11:30 a.m. on 28.08.2023 in chambers of the Addl.CIT (HQ) Personnel, Room No.340, Aayakar Bhavan, M.K. Road, Mumbai-400 020.
13. The Income Tax Department reserves the right to reject any or all bids without assigning any reason.

The bidders can contact the office of Jt.CIT (HQ) Personnel, Mumbai in Room No.133C, First Floor, Aayakar Bhavan, M.K.Road, Mumbai – 400 020 for further details or clarifications, if any, on any working day between 12:00 p.m. and 4.00 p.m.

Annexure “A”

PROFORMA FOR "TECHINCAL BID" FOR HIRING OF VENUE

S.No.	Details of the building to be given on hiring	
1	Name & Address of legal owner/power of attorney holder/co-owner of the premises/ building/floor to be given on hiring	
2	Telephone No. of Bidder	
3	P.A.N	
4	Annual Turnover (Last 3 years)	
5	Name of the building/premises	
6	Address and Location of the building/premises Include at least 2 photographs of the building and interiors.	
7	Exact Carpet Area	
8	Details of facilities like Toilet, Lift, Water supply, power backup etc.	
9	Details regarding experience in the field, if any (Proof to be attached)	Name of the organization: Contract Period:
10	Any other information applicant wants to offer:-	

DECLARATION

I/We hereby certify that the information furnished above is true & complete to the best of my/our knowledge and belief. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be disqualified and if the contract is entered, it will be terminated and will not have any dealing with the Department in future.

[Name & Signature of Authorized Signatory with date]

Annexure “B”

PROFORMA FOR “FINANCIAL BID”

(To be submitted in separate sealed envelope)

**Subject: Tender for Hiring of Venue for Income Tax Department Exam, Mumbai-
(Financial bid)**

I/ we offer the premises owned by us for hiring for Income Tax Department Exam, Mumbai as per following details:

- 1. Name of the party:
- 2. Address:
- 3. Mobile No.:
- 4. Landline:
- 5. Email:
- 6. PAN:
- 7. Date:

S.No	Address of the Premise offered	Net carpet area offered (Sq. ft.)	Rates Per sq.ft.	Rent per day	Total cost (Including GST, If applicable)

(Name & Signature of the Authorized Signatory)