

LIMITED TENDER ENQUIRY

Last date: 30.07.2025 at 04:00 P.M.

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for hiring of furniture for conducting the Income Tax Departmental Examination for Ministerial Staff - 2025.

1. OVERVIEW OF WORK:

The scope of the work with regard to hiring of furniture for the Income Tax Departmental Examination for Ministerial Staff - 2025 scheduled to be held from 01.09.2025 to 03.09.2025 is as follows:

Details of Items required:

Time Period	Item Required	Qty.*	Venues
For 4 days i.e., from 31.08.2025 to 03.09.2025	Laminated Examination table 2X2 with moulded chair	900	The Income Tax Office, Kautilya Bhavan, G Block, Bandra Kurla Complex, Mumbai – 400051.
	Moulded Chairs with arms	150	
	Moulded Chairs without arms for eating area	110	
	Screen partition (Approx. 215 cm by 115 cm)	150	
	Pedestal Fan	35	
	Laminated Top Rectangular table 4x2 with cover and curtain	150	
	Transportation charges	As per actuals	

***The quantities mentioned may be reduced or increased as per operational requirement.**

2. REQUIREMENTS:

- The furniture items should be delivered, placed and installed at least one day before the examination i.e. on 31.08.2025 by 12:00 Noon and should be removed by 03.09.2025. No payment will be made for the period beyond 03.09.2025 by the Department.
- The bidder should provide sufficient manpower to organize the furniture at the venue.
- The bidder should clearly specify to and from transportation cost of furniture to the venue.
- The vendor may visit the venue beforehand.

The bidder is advised to visit the site at The Income Tax Office, Kautilya Bhavan, G Block, Bandra Kurla Complex, Mumbai-400051 before quoting bid for the tender. The bidder should co-ordinate with Shri Sandip Phutak, Caretaker of Kautilya Bhavan (Mobile No. 9969233473/8928851316) for site visit. Bidder shall be

responsible for above mentioned scope of services and shall be the Single Point of responsibility for the end user. Damages, if any, caused to office property shall be recovered from the performance guarantee prior to settlement of the final bill for services.

3. 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 of Satisfactory Services" which shall be obtained from Authorized Officer i.e. 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.

4. ELIGIBILITY CRITERIA:

- i. The bidder must have an experience of minimum 3 years in providing the aforementioned services in the Government Department or PSUs.
- ii. 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., 2022-23, 2023-24 and 2024-25.
- iii. The bidder should have experience of such contract with the contract value of minimum Rs 5,00,000 in any Government Organization or in any PSUs during the last three years
- iv. 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.
- v. Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), (ii), (iii) and (iv) mentioned above.

5. OTHER TERMS & CONDITION OF THE CONTRACT:

- i. **The bid should be submitted in a big sealed envelope marked as "Tender - Hiring of Furniture service for Departmental Examination for Ministerial Staff – 2025 containing two small envelopes marked as "Technical Bid" and the other "Financial Bid". If Technical Bid and Financial Bid are not submitted in separate closed envelopes, the application may be rejected at the discretion of the Income Tax Department.**
- ii. 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.
- iii. The bids will be **valid for a period of 60 days** from the date of opening of tender.

- iv. The technical bid must be accompanied by copies of Return of Income filed for A.Y. 2022-23, 2023-24 and 2024-25 with proof of turnover in these years (Return of Income and other financial documents).
- v. Rates quoted should be all inclusive of applicable taxes.
- vi. It should be ensured, that complete information is provided in the Technical Bid in respect of all the points mentioned in proforma.
- vii. The successful bidder should complete the work within time as mentioned above for the said contract.
- viii. The bidder 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.
- ix. The bidder's Supervisor shall be responsible to supervise the job in person and his presence at site during the work shall be deemed compulsory.
- x. **The successful bidder will be required to immediately execute a Performance Guarantee of Rs.50,000/- through crossed cheque drawn in favour of "ZAO, CBDT, Mumbai", payable at Mumbai, as security for due fulfillment of the contract. This security shall be liable to forfeiture in the event of any breach or non - observance of the terms of the contract by the contractor or premature termination of the contract on the part of the contractor for any reason. The cheque shall be returned back on satisfactory completion of the contract.**
- xi. **The quotation documents are to be submitted in office of the Joint C.I.T. (HQ) Personnel, Mumbai in Room No.383, 3rd Floor, Aayakar Bhavan, M.K. Road, Mumbai-400020 on or before 04:00 P.M. on 30.07.2025. No bids will be accepted thereafter.**
- xii. **The quotation will be opened at 4:00 p.m. on 31.07.2025 in the chambers of Joint C.I.T. (HQ) Personnel, Room No.340, 3rd floor, Aayakar Bhavan, M.K. Road, Mumbai-400020.**
- xiii. The Income Tax Department reserves the right to reject any or all bids without assigning any reason. The decision of the Income Tax Department, Mumbai shall be final in all matters of selection of the contractor for carrying out hiring of Furniture services.

The bidders can contact the office of Joint CIT (HQ) Personnel, Mumbai in Room No.383, 3rd Floor, Aayakar Bhavan, M.K. Road, Mumbai – 400 020 for further details or clarifications, if any, on any working day between 3.00 p.m. and 5.00 p.m.

Annexure “A”

(To be submitted in separate sealed envelope)

**PROFORMA FOR TECHNICAL BID FOR HIRING OF FURNITURE FOR INCOME TAX
DEPARTMENTAL EXAMINATION 2025**

S. No.	Details of the bidder	
1	Name & Address of the Bidder	
2	Telephone No. of Bidder	
3	PAN	
4	Existing Clients of the Bidder (List to be attached for the last 3 A.Y.)	
6	Annual Turnover (Last 3 years)	
8	Details regarding experience in the field, if any (Proof to be attached)	Name of the organization: Contract Period:
9	GST No. & Registration Certificate (Copy to be attached)	
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 Furniture for Income Tax Department Exam for Ministerial Staff, Mumbai – 2025

I/ We offer our services for the Income Tax Department Exam for Ministerial Staff, Mumbai - 2025 as per following details:

1	Name of the Bidder	
2	Address	
3	Mobile No.	
4	Landline No.	
5	Email	
6	Description of Item	Cost per Unit (Rs.) (excluding taxes)
(i)	Laminated Examination table 2X2 with moulded chair	
(ii)	Moulded Chairs with arms	
(iii)	Moulded Chairs without arms for eating area	
(iv)	Screen partition (Approx. 215 cm by 115 cm)	
(v)	Pedestal Fan	
(vi)	Laminated Top Rectangular table 4x2 with cover and curtain	
(vii)	Transportation charges	Actual value in Rs.
	TOTAL	(Rs)
7	GST (If applicable)	
	Total Amount	

(Name & Signature of the Authorized Signatory)