



सत्यमेव जयते

भारत सरकार::वित्त मंत्रालय::राजस्व विभाग
Government of India:Ministry of Finance: Department of Revenue
प्रधान मुख्य आयकर आयुक्त, पूर्वोत्तर क्षेत्र का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, NER
आयकर भवन, जी.एस.रोड़, क्रिश्चियन बस्ती, गुवाहाटी-781005
Aayakar Bhawan, Christian Basti, G.S. Road, Guwahati-781005
दूरभाष: 0361 -2344118 / 2345540, फैक्स 0361 - 2345118 / 2347512

OPEN TENDER

Tender No. 03/22-23 dated 27th October, 2022

The office of the Principal Chief Commissioner of Income Tax, NER, Guwahati under the Ministry of Finance, Government of India invites sealed quotation from reputed Firms/ Contractors/ Agencies/ Individuals for **refill of Fire Extinguishers installed at (i) Aayakar Bhawan, G.S. Road, (ii) MSTU, Uzanbazar, (iii) Aayakar Aawas, Hengrabari and (iv) Income Tax Residential Complex, Bongaon, Beltola, Guwahati.** Bidders are requested to go through the terms and conditions carefully and submit your tender documents as per **Annexure-A & B (Technical bid & Financial Bid).**

General Terms and conditions:


1. The bidders have to provide in two covers *viz* separate sealed envelope-1 (Containing Technical bid) and Envelop-2 (containing Financial bid) and both these covers should be placed in large size sealed envelope duly super scribing clearly the name of the work **“REFILLING OF FIRE EXTINGUISHER CYLINDERS”**. The full name, postal address & email address of the bidder shall be written on the bottom left hand corner of the sealed cover envelope about the Firms/ Company Agency/ Individuals on their official letter heads under seal & signature in the format given at **Annexure-A & B(Technical Bid & Financial bid).** ***Financial bid will only be opened if Technical bid satisfy all the terms and conditions as described in all columns of technical bid.***
2. The rates should be quoted at cost/ refilling charge on per cylinder including all taxes and all incidental charges.
3. An agreement detailing the terms & conditions shall be executed with the service provider entering into contract agreement to refill the Fire Extinguisher cylinders.
4. The contract will exists for a period of 1(one) year, which shall be extendable for further periods based on satisfactory fulfilment of all “Terms & Conditions” of contract agreement, However, the contract may be terminated at any time before the expiry of contract agreement, depending on the requirements / performance of the service provider.
5. The Sealed quotation should be placed in the **Tender Box placed in Room No. 224, 2nd Floor, Aayakar Bhawan, G. S. Road, Guwahati-5 by 3.00 pm of 18/11/2022** and the same will be opened at 4.00 pm of the same day. Persons willing to attend may do so at **Conference Room, 1st Floor,** in the office of the Pr. Chief Commissioner of Income-tax, “Aayakar Bhawan” G. S. Road, Guwahati-5.

Contd. to page-2

6. If for any reason, the office remains closed on the date of opening as stated above, The Tender will automatically be opened on the next working day without any change in the time and venue.
7. The bidder **must** furnish 3% of total bid amounts as **Earnest money** in the form of **Fixed deposits/ A/c payee demand draft/Banker's cheque/NSC favouring "ZAO, CBDT, Guwahati"**. Earnest money of unsuccessful bidders will be refunded within 45 days beyond the final bid validity period.
8. **The successful bidder shall furnish 5% (five percent) as Performance security** of the value of contract in the form of **Fixed deposits/ A/c payee demand draft/Banker's cheque/NSC favouring "ZAO, CBDT, Guwahati"** which shall remain deposit with the Income Tax Officer(Infra), O/o the Pr. Chief Commissioner of Income Tax, NER, Guwahati till the period of contract agreement. After getting approval, if the successful bidder fails to execute the Deed of Agreement within 10 working days, performance security will be forfeited.
9. No advance payment will be made for execution of refill works of Fire Extinguisher cylinders installed at (i) Aayakar Bhawan, G.S. Road, (ii) MSTU, Uzanbazar, (iii) Aayakar Aawas, Hengrabari and (iv) Income Tax Residential Complex, Bongaon, Beltola, Guwahati.
10. Execution of allrefilling works of Fire Extinguishers must be completed within one month from the date of execution of contract agreement.
11. **The bidder may inspect the existing Fire Extinguishers at Aayakar Bhawan, G. S. Road, Guwahati during office hours 14/11/2022 to 16/11/2022 in the presence of ITO(infra), Guwahati before submitting sealed quotation.**

The Pr. Chief Commissioner of Income-tax, NER, Guwahati or any other person(s) authorised by him on his behalf reserve the right to accept any in full or in part or reject any or all the bids/quotations without assigning any reason thereof and no correspondence in this respect will be entertained.

Encl: ANNEXURE-A & B


(T. K. Ghosh)

Income Tax Officer, (Infra)

O/O the Pr. Chief Commissioner of Income Tax, NER, Guwahati.

Memo No.B-80/Infra/Fire-Fighting/2022-23/ 13287-88 Dated : 27/10/2022

Copy to:

1. Tender Notice Board, O/O the Pr. Chief Commissioner of Income Tax, NER, Guwahati.
2. The Assistant Director (System) for uploading on the website: incometaxnortheast.gov.in for wide publication.


(T. K. Ghosh)

Income Tax Officer, (Infra)

O/O the Pr. Chief Commissioner of Income Tax, NER, Guwahati.

DETAILS OF THE BIDDER (TECHNICAL BID)

1. Name of the Bidder. : _____
2. Address of the Bidder. : _____
3. Telephone No. (i) Land line : _____
 (ii) Mobile : _____
 (iii) Email id : _____
4. Details of earnest money Deposit : Rs. _____
DD/FD/NSC No. _____ Date. _____
5. PAN (Enclosed copy) : _____
6. Firm/Contract Registration No. (enclosed proof) : _____
7. GST No. (Enclosed proof): _____
8. Any other details: _____
9. Experience details (Enclosed proof): _____
10. Work experience in Central Govt. Department (if any) _____

This is to certify that the information furnished is true and correct. I /we also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being the contract.

Date :

Place:

Seal & Signature of the Bidder

****Note: All columns must be filled up properly.**

FINANCIAL BID DOCUMENT

1. Name of the party :- _____
2. Address (with Telephone No & FAX NO.): _____
3. Name address of the proprietor/ Partner/ Director (with mobile No.)
4. Contract persons(s) with Mobile No.: _____
5. Details of refill of Fire Extinguishers and change of Hose Pipe, Hose box & change pipes etc at i) Aayakar Bhawan, G.S. Road, (ii) MSTU, Uzanbazar, (iii) Aayakar Aawas, Hengrabari and (iv) Income Tax Residential Complex, Bongaon, Beltola, Guwahati are given below :

Sl. No.	Particulars	Quantity	Refilling Rate per cylinder	Total Amount.(Round Figure)
1	Carbon Di-oxide 4.5 Kg capacity Fire Extinguisher refilling/ servicing.	74		
2	Carbon Di-oxide 9 Kg capacity Fire Extinguisher refilling/ servicing.	09		
3	ABC stored Pressure type 2 kg. Capacity Fire Extinguisher refilling/ servicing.	03		
4	ABC stored Pressure type 5 kg. Capacity Fire Extinguisher refilling/ servicing.	07		
5	Dry chemical powder (BC) type 5Kg capacity Fire Extinguisher refilling/ servicing.	36		
6	Supply and fixing of Water delivery Fire Hose pipe (Synthetic rubber high pressure hydraulic) reels with steel nozzles and other accessories.	07		
7	Hose pipe	10		
8	Hose pipe branch	10		
9	Hose pipe box	10		

I/ We hereby certify that the information furnished above is true and corrects to the best of my/our knowledge. I /We understand that in case any deviation is found in the above statement at any state, I / We will be Black listed and will not be permitted to have any dealing with the department in future.

(Signature of authorised signatory with seal)

****Note: All columns must be filled up properly.**