



सत्यमेव जयते

भारत सरकार::वित्त मंत्रालय::राजस्व विभाग
Government of India : Ministry of Finance : Department of Revenue
प्रधान मुख्य आयकर आयुक्त, पूर्वोत्तर क्षेत्रका कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, NER
आयकर भवन, जी.एस.रोड़, क्रिश्चियनबस्ती, गुवाहाटी-781005
Aayakar Bhawan, Christian Basti, G.S. Road, Guwahati-781005
दूरभाष: 0361 -2344118 / 2345540, फैक्स 0361 - 2345118 / 2347512
e-mail : Guwahati.ito.infra@incometax.gov.in

OPEN TENDER

Tender No.04/22-23 dated 29/12/2022

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 and experienced Service providers i.e. Registered Firms/ Contractors/ Agencies/ Individuals for comprehensive Annual Maintenance Contract in respect of 1 (one) Diesel Generator Sets which has already been *installed* at Aayakar Aawaas, Hengrabari, VIP. Road, 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 envelop-1(**containing Technical bid**) and Envelop-2 (**containing Financial bid**) and both these covers should be placed in large size sealed envelop duly super scribing clearly the name of the work (**AMC FOR 200 KV DG SET**). The full name, postal & e mail address of the bidder shall be written on the bottom left hand corner of sealed cover envelop about the Firms/ Company Agency/ Individuals on their official letter heads under signature with seal in the format given at Annexure-A& B (**Technical bid&Financial bid**). ***Financial bid will be only opened if Technical bid satisfy all the terms and condition as described in all columns of Technical bid.***
2. The vendor is required to quote the total AMC Charges (inclusive of all Taxes/levies/Service Tax/GST and other charges, if any) for the entire AMC period i.e. 12 months w.e.f. starting work and which should include free replacement of hardware spares and components excluding refilling of consumables (Diesel, Lube oil, filter etc.).
3. An agreement detailing the terms & conditions shall be executed with the service provider entering into contract for Annual Maintenance of one (1) year and service provider will also responsible to submit bi-weekly fitness Certificate of DG set with alternator associated, AMF panel, auto guard relay and LT incoming and outgoing power supply cables to the ITO (infra) O/o the Pr. Chief Commissioner of Income Tax, NER, Guwahati.

GENERAL TERMS AND CONDITION: SCOPE OF WORK

- (i) The job of AMC shall include operation, maintenance, upkeep and servicing of DG sets with alternators associated, AMF panel, auto guard relay and LT incoming and outgoing power supply cables.
- (ii) All equipment in the DG Set including electrical AMF panel, batteries, oil tanks, earthing connections, cooling system, LT cables should be checked up and cleaned on routine basis by the service provider.

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(iii) Batteries, Diesel, Lube Oil and Oil filter be supplied by the Customer. Spare parts below Rs.1000/- of generator and LT cable will be supplied by the service provider, if required.

The contract will exist 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.

4. The Sealed quotation should be placed in the **Tender box Placed in Room No.225, 1st Floor, Aayakar Bhawan, G. S. Road, Guwahati-5 by 3.00 PM of 23.01.2023** and the same will be opened at 4.00PM of the same day. Persons willing to attend may do so in the office of the Pr. Chief Commissioner of Income-tax, Aayakar Bhawan, G. S. Road, Guwahati-5.

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.

5. The bidder must furnish **3% of total bid amount as Earnest Money** in the form of FD/DD/Banker's Check/ NSC in favour of **'ZAO, CBDT, Guwahati'**. **Earnest money** of successful bidder will be refunded within 45 days beyond the final bid period.

6. The successful bidder shall furnish **5% of total bid amounts as Performance Security** in the form of Fixed deposits/ call deposit/NSC favouring **"ZAO, CBDT, Guwahati"** which shall remain valid throughout the period of contract. If approved, party fails to execute the agreement deed form within the specified date, its earnest money will be forfeited.

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

Sd/-

(T. K. Ghosh)

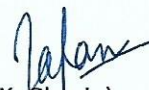
Income Tax Officer, (Infra)

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

Memo No.E-379/Pt.II/AMC-DG/LIFT/PR.CCIT/2022-23/ 18353-54 Dated : 29.12.22 ,

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 IOF 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 Red. No. : _____
(Enclosed proof)
7. GST No. (Enclosed proof): _____
8. I. T. Return acknowledgement copy of last three years (Enclosed proof): _____
9. Any other details: _____
10. Experience on AMC of DG set with alternator associated, AMF panel, auto guard relay electrical Panel in details (Enclosed proof of experiences): _____
11. 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

FINANCIAL BID DOCUMENT

1. Name of the party :- _____
2. Address (with Telephone No & Email id.): _____
3. Name & address of the proprietor/ Partner/ Director (with mobile No.)

4. Contract persons(s) with Mobile No.: _____
5. Details of AMC for DG Set with alternators associated, AMF panel, auto guard relay and LT incoming and outgoing power supply cables *installed* at AayakarAawaas, Hengrabari , VIP. Road, Guwahati are given below:

Sl. No	Particulars	Total Amount.[[Inclusive of all taxes] (Round Figure)
1	Annual Maintenance Contract includes operation, maintenance, upkeep and servicing of DG sets with alternators associated, AMF panel, auto guard relay and LT incoming and outgoing power supply cables.	
2	All equipment in the DG Set including electrical AMF panel, batteries, oil tanks, earthing connections, cooling system, LT cables should be checked up and cleaned on routine basis by the service provider.	
3	Batteries, Diesel, Lube Oil and filter be supplied by the Customer. Spare parts below Rs.1000/- of generator and LT cable will be supplied by the service provider, if required.	
4	Cost of spare parts above Rs.1000/- if required. <i>(Rate should be specified i.e market rate or maximum retail price)</i>	

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)