



भारत सरकार : GOVERNMENT OF INDIA

वित्त मंत्रालय, राजस्व विभाग : MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

संयुक्त आयकर आयुक्त का कार्यालय : OFFICE OF THE JOINT COMMISSIONER OF INCOME-TAX

आकलन एकक-१(३), डिब्रुगढ़ (स्थान-तिनसुकिया) : ASSESSMENT UNIT-1(3), DIBRUGARH (STATION-TINSUKIA)

सत्यमेव जयते

दूरभाष → ०३७४-२९१०५१६, फ़ैक्स → +९१-३७४२९१०५१६ : TELE → 0374-2910516, FAX → +91-3742910516

आयकर भवन, बोरदोली नगर, तिनसुकिया, असम - ७८६१२५ : AAYAKAR BHAWAN, BORDOLOI NAGAR, TINSUKIA, ASSAM - 786125

ई-मेल/ E-mail : [dibrugarh.addlcit1.3.au.reac@incometax.gov.in](mailto:dibrugarh.addlcit1.3.au.reac@incometax.gov.in); [jcit-tsk@gov.in](mailto:jcit-tsk@gov.in)

फा० सं०/ F. No.: T-5/JCIT/TSK/2024-25/४१७

दिनांक/ Date: 01.10.2024

### NOTICE FOR INVITING TENDER

**Subject: Establishment – IT Department – inviting tender for repair and maintenance of chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) - regarding-**

The Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia), invites tenders from reputed parties in Assam for the following minor repair and maintenance works for the chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) [**Approx. area = 1150 square feet**]:

- Plastering and Professional Painting Service (Wall Putty & Weather Coat Paint).
- Installation of Ply Board & faux wall panels in the chambers of the ITO Assessment Unit- 1(3)(6), Dibrugarh (Station- Tinsukia).
- Arrangement of Electrical Wiring for Desktop PCs, ACs, Calling Bells, etc.
- Change/ installation of old Carpet/ flooring works/ curtains.
- Any other associated repair works.

Interested parties are advised to read the tender document (uploaded on departmental websites and available on the Notice Board at Income-tax Office, Tinsukia) and check their eligibility before participating in the bid.

Preference will be given to the bidder who has more experience in this field in Central Govt./ State Govt./ PSUs when the rates quoted are the same.

Tender details along with terms and conditions are available on the Income-tax Department's website, i.e., [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in), as well as on the Notice Board at Income-tax Office, Tinsukia. However, for any clarification, the bidders may contact the O/o the Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia).

The last date for submission of bids is **23.10.2024 at 1:30 PM**.

The bids shall be opened on **23.10.2024 at 2:00 PM** in the presence of the Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia) at the chambers of the undersigned.

The Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia) reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

[ कल्याण कुमार दास/ Kalyan Kumar Das ]

संयुक्त आयकर आयुक्त/ Joint Commissioner of Income-tax,  
आकलन एकक - १(३), डिब्रुगढ़/ Assessment Unit - 1(3), Dibrugarh  
(स्थान – तिनसुकिया)/ (Station - Tinsukia).

**Subject:** Tender for minor repair and maintenance works for the chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) -regarding-

1. The office of the Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia) invites sealed tenders (as per the specifications enclosed) to carry out the minor repair and maintenance works for the chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) located at the Ground Floor, Aayakar Bhawan, Bordoloi Nagar, Tinsukia-786125, Assam.
2. Sealed tenders should be addressed to the Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia), Aayakar Bhawan, Bordoloi Nagar, Tinsukia-786125, Assam; on or before **23.10.2024 at 1:30 PM**.
3. The communication in this regard is available on the Income-tax Department's website, i.e., www.incometaxindia.gov.in, as well as on the Notice Board at Income-tax Office, Tinsukia.

**TERMS AND CONDITIONS:**

- A. The bidders shall bear all costs associated with the preparation and submissions of their bid. The Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia) will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- B. The prospective bidders shall be required to visit the site where the works are required to be undertaken at their own cost during office hours to ascertain the requirements of expenditure to be involved in the completion of works.
- C. The bidders shall quote rates for the proposed works in the prescribed proforma.
- D. **The contractor shall submit the Technical and Financial Bid separately. The Financial Bid shall be required to be placed in a separate sealed cover.**
- E. The rate quoted shall be inclusive of all taxes, including labour and other miscellaneous costs etc.
- F. The selected contractor should be in a position to complete the work within 30 (Thirty) days of awarding the contract.
- G. **Escalation:** No escalation of any of the items or statutory levies will be entertained. Prices shall be fixed till the end of the contract.
- H. The works shall be carried out under the direction and supervision of this office.
- I. The Joint Commissioner of Income-tax, Assessment Unit-1(3), Dibrugarh (Station – Tinsukia), hereinafter referred to as "the Contractee", shall make the final decision with regard to the quality of the material and workmanship which shall be binding on the Contractor. Any material rejected by the contractee shall be immediately removed by the contractor and replaced by material of acceptable and specified quality and standards, as prescribed in National Building Code and as per the CPWD Specifications.
- J. **Technical specifications of the Tender shall be as contained in Annexure-I of this document. Technical requirements are subjected to enhancement/ modification and the bidder shall be bound to adhere to such conditions.**
- K. The Bidders shall submit in separate sealed covers, their Technical Bid (as per the proforma prescribed in Annexure-II of this document) and Financial Bid (as per the proforma prescribed in Annexure-III of this document).
- L. The Contractor should have minimum 03 (Three) years' experience in the field of repairs of govt. owned buildings (belonging to Central Govt./ State Govt./ PSUs). **Necessary proof (such as Work Order copies/ Work Completion Certificates) of having carried out such work in the last 3 (Three) financial years should be enclosed with the Technical Bid.**
- M. Self-attested copies of the Income-tax Return filing acknowledgments of the latest 3 (Three) assessment years should be enclosed with the Technical Bid.
- N. GST Registration Certificate having registered address of the Bidder in Assam should be enclosed with the Technical Bid.
- O. Commencement of Work: The work shall commence immediately after the issuance of the letter of intent or work order whichever is earlier.
- P. Interim Bills: No interim bills will be raised until the completion of the project.
- Q. Payment upon completion of works: Payment will be issued to the Contractor as early as possible upon successful completion of work and submission of invoice, consequent upon the allocation of funds by the Budget Controlling Authority, O/o the Pr. CCIT, NER, Guwahati.
- R. **All the enclosures should be self-attested.**



[ कल्याण कुमार दास/ Kalyan Kumar Das ]

संयुक्त आयकर आयुक्त/ Joint Commissioner of Income-tax,  
आकलन एकक - १(३), डिब्रुगढ़/ Assessment Unit - 1(3), Dibrugarh  
(स्थान – तिनसुकिया)/ (Station - Tinsukia).

## ANNEXURE-I

Tender No.: T-5/JCIT/TSK/2024-25/817

दिनांक/ Date: 01.10.2024

**Tender for minor repair and maintenance works for the chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) -regarding-**

### **SPECIFICATIONS**

- i. Plastering (as applicable) and Professional Painting Service (Wall Putty & Weather Coat Paint) for the chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) located at the ground floor of Aayakar Bhawan, Bordoloi Nagar, Tinsukia-786125, Assam [**Approx. area = 1150 square feet**].
- ii. Installation of Ply Board & faux wall panels in the chambers of the ITO, Assessment Unit- 1(3)(6), Dibrugarh (Station- Tinsukia).
- iii. Arrangement of Electrical Wiring for Desktop PCs, ACs, Calling Bells, etc.
- iv. Change/ installation of old Carpet/ flooring works/ curtains.
- v. Any other associated repair works.

Estimated Cost = **Rs. 3,90,000/- (Rupees Three Lakhs and Ninety Thousand) only.**



**[ कल्याण कुमार दास/ Kalyan Kumar Das ]**

संयुक्त आयकर आयुक्त/ Joint Commissioner of Income-tax,  
आकलन एकक - १(३), डिब्रुगढ़/ Assessment Unit - 1(3), Dibrugarh  
(स्थान – तिनसुकिया)/ (Station - Tinsukia).

**ANNEXURE-II**

**TECHNICAL BID DOCUMENT**

1. Name and address of the Bidder :
  
2. Mobile No./ Contact :
  
3. PAN No. & GST No. :
  
4. Yearly Turnover :
  
5. Details of Experience (as enclosed) :
  
6. Any other remarks :

Signature of the Authorized Signatory

**DECLARATION**

I/ We hereby certify that the information furnished above is full and correct 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, the agency will be blacklisted and may not be permitted to bid in future.

Signature of the Authorized Signatory

**ANNEXURE-III**  
**FINANCIAL BID DOCUMENT**

1. Name of the Bidder :
2. Address of the Bidder :
3. Mobile No./ Contact :
4. Name & address of the proprietor :
5. Contact Person(s)'s name (with mobile no.) :
6. Rates (Both in words and figures) :

| Sl. No.                           | Particulars   | Amount |
|-----------------------------------|---|--------|
| i.                                | Plastering (as applicable) and Professional Painting Service (Wall Putty & Weather Coat Paint) for the chambers of the ITO, Assessment Unit-1(3)(6), Dibrugarh (Station – Tinsukia) located at the ground floor of Aayakar Bhawan, Bordoloi Nagar, Tinsukia-786125, Assam [Approx. area = 1150 square feet] |        |
| ii.                               | Installation of Ply Board & faux wall panels in the chambers of the ITO, Assessment Unit- 1(3)(6), Dibrugarh (Station- Tinsukia).   |        |
| iii.                              | Arrangement of Electrical Wiring for Desktop PCs, ACs, Calling Bells, etc.  |        |
| iv.                               | Change/ installation of old Carpet/ flooring works/ curtains  |        |
| v.                                | Any other associated repair works   |        |
| Total Amount (inclusive of GST) = |   |        |

Signature of the Authorized Signatory

**DECLARATION**

I/ We hereby certify that the information furnished above is full and correct 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, the agency will be blacklisted and may not be permitted to bid in future.

Signature of the Authorized Signatory