



GOVERNMENT OF INDIA : भारत सरकार

MINISTRY OF FINANCE : वित्त मंत्रालय

INCOME TAX DEPARTMENT : आयकर विभाग

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX: प्रधान आयकर आयुक्त का कार्यालय

ASSESSMENT UNIT-1, DIBRUGARH : आकलन एकक- 1 ,डिब्रूगढ़

AAAYAKAR BHAWAN, MILAN NAGAR, DIBRUGARH-786003 :आयकर भवन मिलन नगर ,डिब्रूगढ़- 786003

Email: dibrugarh.pcit1.au.reac@incometax.gov.in / dibrugarh.ito.hq.pcit1.au.reac@incometax.gov.in

OPEN TENDER NOTICE

Dated, Dibrugarh the 30th of September, 2026

Tender No: 2/2026-27

The Principal Commissioner of Income-tax, AU-1, Dibrugarh under Ministry of Finance invites Open Tender to carry out the work of panelling and furniture and fixture in the library room situated at Ground Floor of Aayakar Bhavan, Milan Nagar, Dibrugarh-786003.

Scope and Dimensions of Work

The detail of work is given below:

Sl. No	Description	Length
1	The dimension of Library Room	17 feet 2 inches x 26 feet 4 inches x 8 feet 11 inch (Open space in which three side is surrounded with concrete wall and one side is open)
2	Fitting and providing two (2) periodical Racks	3 feet x 4 feet x 1 feet with three display pocket and one storage shelf
3	Providing and fitting of three (3) book stacks	6 feet x 3 feet x 1 feet with 10 shelf in each book stack
4	Providing and fitting one (1) library circulation table with one chair	4 feet x 3.5 feet
5	Proving and fitting of storage cabinet	3 feet x 1.5 feet
6	Providing and fitting two (1) reading table along with eight (4) wooden chair	Table-4 feet x 2 feet Chair- wooden
7	Paneling of walls	Three walls of the open space have to be paneled and fourth wall have to be made with toughened glass . The glass wall will be frame less along with one door.
8		

The exact dimensions and quantities shall be verified by the bidder at site before submission of quotation/bid.

The work shall include, wherever required:

- The material used for panelling walls and other things should be Pre-laminated Particle Board/ Marine Ply.
- Finishing of all work should be polished or laminated.
- All construction materials shall be of good quality and conform to applicable standards.
- The bidder is advised to inspect the site before submission of the bid/quotation and satisfy himself regarding room size.
- Glass should be opaque.

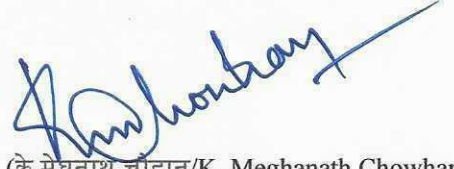
Terms and Conditions

- The bidder must have a valid GST Registration in the State of Assam.
- The bidder must have its registered/business establishment within Assam.
- The Assam address shall be verified from the GST Registration Certificate and other submitted documents.

- iv. The bidder should have a minimum average annual turnover of ₹20 lakh during the last two financial years (2025-26, 2026-27) supported by documentary evidence, and Profit & Loss Account;
- v. The bidder should attach PAN card, GST certificate, Trade License, etc as on the date of publication of the tender.
- vi. Payment shall be made against actual quantity of work executed and accepted by the Department.
- vii. The successful bidder shall furnish a Security Deposit equivalent to 5% of the accepted contract value
- viii. The entire work shall be completed within 40 days from the date of issue of the work order/commencement order.

Submission of quotation

- i. The sealed quotation should be submitted in the office of the Principal Commissioner of Income-tax, Assessment Unit-1, Dibrugarh by **05.00 p.m. on 9th of October, 2026**.
- ii. Quotations received after stipulated date and time will not be considered under any circumstances. The quotations (Technical bids in Annexure – A and Financial bids in Annexure B) received by stipulated date and time will be opened by the Tender & Purchase Committee of the O/o the Principal Commissioner of Income-tax, AU-1, Dibrugarh on **10th of October, 2026 at 11.00 am**. Persons willing to attend may do so in the office of the Pr. Commissioner of Income-tax, AU-1, Dibrugarh.
- iii. If the approved party fails to undertake the work within the specified period, the bid security will be forfeited.
- iv. If for any reason, the office remains closed on the date of opening as stated above, the Tender opening will automatically be done on the next working day without any change in the timing and venue.
- v. The Pr. Commissioner of Income-tax, AU-1, Dibrugarh or any other person(s) authorized by him/her on his/her behalf reserve the right to accept any, in full or in part, or reject any or all the quotations without assigning any reasons thereof and no correspondences in this respect will be entertained.



(के मेघनाथ चौहान/K. Meghanath Chowhan)

प्रधान आयकर आयुक्त, (आकलन एकक)-1, डिब्रुगढ़

Principal Commissioner of Income-tax, (Assessment Unit)-1, Dibrugarh

F. No. P-7/PCIT/AU-1/DBG/2026-27/ 1727-30

Date: 30/09/2026

Copy to :

1. Tender Notice Board, O/o the Pr. CCIT, NER, Guwahati.
2. The Deputy Director, Systems, O/o the Pr. CCIT, NER, Guwahati for uploading on the website <https://incometaxnortheast.gov.in>
3. Tender Notice Board, O/o the Pr. CIT, AU-1, Dibrugarh.
4. The webmanager@incometax.gov.in for uploading on the website for wide publicity.



(बिस्वजित मेजुमदार/Biswajit Majumdar)

आयकर अधिकारी, (मुख्यालय)/Income Tax Officer(Hqrs)

कार्यालय प्रधान आयकर आयुक्त, (आकलन एकक) -1, डिब्रुगढ़

O/o the Pr. Commissioner of Income-tax, (Assessment Unit)-1, Dibrugarh

(On the letter head of the Agency)

Annexure-A

Technical Bid

Work of panelling and furniture and fixture in the library room situated at Ground Floor of Aayakar Bhawan, Milan Nagar, Dibrugarh-786001.

Sl. No.	Particulars	To be filled by the Bidder	
1.	Name of the Bidding Agency		
2.	Commercial Registration Number (Attached a copy of Regd. Certificate)		
3.	Date of establishment of the Agency		
4.	Name of the Proprietor/Partner/Director		
5.	Complete address of the Agency		
6.	Contact number		
7.	e-mail address of the Agency		
8.	PAN (ITR of last two AY are to be enclosed)		
9.	TAN (Copy to be enclosed)		
10.	Bank Account details		
11.	Details of Bid Security DD/FD No. Bank Branch		
12.	Details of GST Tax Registration (Copy to be enclosed)		
13.	The total annual turnover during the last two Financial Years (Furnish a copy of audited Annual Turnover Certificate & ITR Copies for the past two years)	2024-25	2025-26
14.	Previous experience if any, in this field, enclosed copy		

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further declare that my/our firm has never been blacklisted/debarred from any tendering process in the past.

Seal of the Bidder

Date:

Place:

Signature

(Authorized Signatory of the Bidder)

(On the letter head of the Agency)

Annexure-B

Financial Bid

Work of panelling and furniture and fixture in the library room situated at Ground Floor of Aayakar Bhawan, Milan Nagar, Dibrugarh-786001.

To
The Pr. Commissioner of Income-tax, AU-1, Dibrugarh
Aayakar Bhawan, First Floor,
Milan Nagar, Dibrugarh-786003

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted. I/We hereby undertake to furnish applicable EMD as per Sl. No. vii of Terms and Conditions of the Tender Document for obtaining the work order.
3. I/We further undertake that none of the Proprietor/partners/Directors of the agency was or has been banned/blacklisted/suspended from business dealings neither by any Government Department nor any criminal case registered against them/the firm. I/We further undertake to report to Pr. Commissioner of Income-tax, AU-1, Dibrugarh, if any such action is taken against the firm/Proprietor/partners/Directors during the currency of the contract period.
4. Financial Bids-Bidders are requested to make layout drawing along with rates in units as per requirements for carrying out the proposed work.

Sl. No.	Description of work/items required	Quantity	Financial estimate

5. Timeline : 40 days from the date of award of contract.

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further declare that my/our firm has never been blacklisted/debarred from any tendering process in the past.

Seal of the Bidder

Date:

Place:

Signature

(Authorized Signatory of the Bidder)