



**OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
COMMISSIONER OF INCOME TAX (ADMN & CO)
3RD Floor, , Aayakar Bhavan, Mumbai – 400 020.**

DATED: 19.09.2017

**NOTICE INVITING TENDER FOR
CSMC FOR WATER COOLER PURIFIERS**

For and on behalf of Principal Chief Commissioner of Income-tax, Mumbai, sealed tenders are invited from eligible bidders for Comprehensive Service & Maintenance Contract (CSMC) for Water Cooler Purifiers confirming to the terms and conditions mentioned in the enclosed Tender Document.

2. Last date for submission of tender is **28.09.2017 at 3.00 p.m in the Office of Income-tax Officer (HQ) (Welfare & Staff Griev.), Mumbai at Room No. 14, Aayakar Bhavan, M K Road, Mumbai – 400 020.** The bid will be opened on the same day at 4.00 p.m by the Committee constituted for the purpose in the presence of tenderers or their Authorized Representatives who may wish to remain present.

3. Tender Document containing Terms & Conditions for the contract may be collected from the Office of the Income-tax Officer (HQ) (Welfare & Staff Griev.), Mumbai at Room No. 14, Aayakar Bhavan, M K Road, Mumbai – 400 020 and the same are also available on www.incometaxindia.gov.in and www.incometaxmumbai.gov.in

Sd/-
(RITESH MISRA)
Addl.CIT Rg.14(1), Mumbai &
Chairman, Tender Committee
For and on behalf of Pr.CCIT, Mumbai

LIMITED TENDER ENQUIRY

LAST DATE: 28.09.2017 at 3.00 p.m

COMPREHENSIVE SERVICE AND MAINTENANCE CONTRACT (CSMC) FOR WATER COOLER PURIFIERS

Sealed quotations are invited from Bidders for undertaking Comprehensive Service & Maintenance Contract (CSMC) in respect of 17 Water Cooler Purifiers installed at Income-tax Office, Aayakar Bhavan, M.K. Road, Mumbai for one year starting from the date of award of contract which is however extendable further at the discretion of the department.

A. GENERAL TERMS & CONDITIONS

- (i) The Bidder should be in the business of maintenance/service of water cooler purifiers for the last 3 years;
- (ii) The Bidder must have three years experience of successful execution of CSMC in any Central/State Govt. Department/Organization; Copy of three years experience certificate and three years satisfactory performance certificate must be enclosed with the tender form;
- (iii) The Bidder must have a valid PAN/GST No. and copy of both should be submitted alongwith the Bid.
- (iv) General details as per Annexure 'A' shall be submitted alongwith the Bid;
- (v) A general undertaking that all terms & conditions of this Bid Document are acceptable in the format Placed at Annexure 'B' to this document. This needs to be signed by an authorized signatory of the Vendor. Only the firm/concern/company meeting the above terms & conditions should submit their quotations in sealed cover. The bid shall include documentary proof in respect of each of the above points of terms & conditions. The bid of the parties who fail to fulfil any of the above conditions, will not be considered
- (vi) The rate shall be quoted in the prescribed performa for financial bid (Annexure 'C'),

- (vii) In the event of acceptance of the bid, the bidder, after receiving the award of the contract, shall enter into an agreement with the Income-tax Department, Mumbai which shall be governed by the terms and conditions/scope of work given in the bid document.
- (viii) In case the selected bidder fails to cope up with the workload or does not render satisfactory services, the contract awarded to him shall be cancelled after serving notice allowing 30 days time period. In this connection, the decision of the Department shall be final and binding on the bidder;

B. SCOPE OF WORK

The scope of work covers annual maintenance of 17 Water Cooler Purifiers of the following specification and make:-

S No.	Specification & Make	Location
1	150 Ltr. Capacity Water Purifier (ALFA UV Expert)	Gr. Flr; ASK Counter
2	-do-	Gr.Flr; Near R.No.44
3	-do-	1 st Flr; Near R.No.121A
4	-do-	2 nd Flr; Near R.No.280
5	-do-	2 nd Flr; Gents Canteen
6	-do-	2 nd Flr; Main canteen
7	-do-	3 rd Flr; Near R.No.363
8	-do-	3 rd Flr; Near R.No.387
9	-do-	4 th Flr; Near R.No.461
10	-do-	4 th Flr; Near R.No.483
11	-do-	5 th Flr; Near R.No.583
12	-do-	5 th Flr; Near R.No.556
13	-do-	6 th Flr; Near R.No.679
14	-do-	6 th Flr; Near R.No.662
15	40 Ltrs. Capacity Water Purifier (Zero B Puriline 4L)	Gr. Flr; CPWD
16	-do-	2 nd Flr; Ladies Canteen
17	-do-	7 th Flr; Guest House

The scope of work includes:

- (a) thorough check-up and cleaning which includes overall servicing etc. of the Water Cooler Purifiers and keeping them in an excellent working condition and also to attend the complaints of breakdown.

(b) Prefilter candle will be replaced by the contractor free of cost and so also other parts including active membrane, carbon cartridge etc. as and when required during the period of contract;

(c) repair and replacement of all parts and also supply of consumables without any further charges.

The above works shall be carried out by the Contractor in the presence of an Authorized representative of the Department. The Contractor shall maintain a register specifying the date, time and nature of work carried out by him, which shall be countersigned by the Authorized representative of the Department.

C. PERIOD OF CSMC CONTRACT

The contract shall be valid for a period of one year, starting from the date of award of contract. No demand for revision of rate on any account shall be entertained during the contract period;

D. PENALTY

- (i) If the successful vendor does not attend the complaint and rectify/solve the faults within 24 hours from time of complaint registered, the Vendor shall be liable for penalty @ Rs.100/- per day w.e.f. time and date of complaint registered;
- (ii) If the successful vendor fails to repair the system for one week, this office is at liberty to get the system repaired from other parties and made functional and the expenditure incurred thereon shall be recovered from the AMC Vendor, apart from the penalty levied as stated above. This may even entail termination of the Contract;
- (iii) Penalty shall be deducted from the running payments;

E. PAYMENT

- (i) No advance payment would be made in any case. However, quarterly payment after completion of each quarter shall be made on due certification of satisfactory services by the Authorized Officer in the Office of Dy. Commissioner of Income-tax (Finance), Mumbai;

-
- (ii) The Bidder will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons;

F. DATE & TIME OF FILING AND OPENING OF BIDS

- (i) The interested bidders should submit their tender in sealed cover duly superscribed with "Bid for CSMC for Water Cooler Purifiers" and send to the office of Income-tax Officer (HQ) (Welfare & Staff Griev.), Mumbai at Room No. 14, Aayakar Bhavan, M K Road, Mumbai – 400 020 at the earliest but not later than 15.00 hours on 28.09.2017.
- (ii) Bids received without sealed cover or without quoting rates in the specified proforma will not be accepted; Further, the tenderers are expected to examine all the instructions and terms & conditions in the tender documents. Failing to furnish all the informations required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender;
- (iii) The sealed bids shall be opened at 4.00 P M on 28.09.2017 in Conference Room, 3rd Flr; Aayakar Bhavan, M K Road, Mumbai.
- (iv) For any clarification, the Bidders may contact the office of Income-tax Officer (HQ) (Welfare & Staff Griev.), Mumbai at Room No. 14, Aayakar Bhavan, M K Road, Mumbai – 400 020.

ANNEXURE 'A'

(To be filled by the authorized signatory of the firm/concern and to be put
in the sealed envelope)

1	Name of the organization/concern	
2	Name of the proprietary/partners/ directors	
3	Complete address with telephone No. fax No. & e mail ID	
4	Whether registered under GST (If yes, pls. furnish copy of the same)	
5	PAN of the organization/concern with a copy of the same	
6	Copy of three sale bills for last 3 years (1 bill for each year) in support of the claim that he is providing services to Central/State Govt. Department/ organization	
7	Copy of 3 years certificate for satisfactory completion of work carried out as stated above.	

List of documents Attached:

- 1)
- 2)
- 3)
- 4)

ANNEXURE-B

DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENT

To,

The Commissioner of Income-tax (Admn. & TPS)
3rd Flr; Aayakar Bhan,
M K Road,
Mumbai – 400 020.

Sir, I have carefully gone through the Terms and Conditions contained in the Limited Tender Enquiry Notice dated 19.09.2017 regarding on site Comprehensive Service Maintenance Contract (CSMC) of Water Cooler Purifiers. I declare that all the Terms and Conditions of this Tender Notice are acceptable to my concern/firm/company. My firm/company/concern does not have any terms and conditions of its own in respect of quotation being submitted for CSMC. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration. I also understand that the office of the Pr. Chief Commissioner of Income tax does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason(s) whatsoever.

Signature of authorized signatory

CSMC FOR WATER COOLER PURIFIERS
ANNEXURE 'C'

1	Name & address of the Bidder	
2	Telephone No. including mobile No.	
3	Rate in rupees (excluding taxes) of CSMC for Water Cooler Purifiers	
4	Grand total	

(NAME & SIGN OF THE AUTHORIZED SIGNATORY)

