



**Government of India
Tender Notice**

Tender Inquiry No. Pr.CCIT/MUM/Un-Installation ACs/2022-23 Dated 05-04-2022

Tender Submission Start Date: 05.04.2022 at 11.00 PM

Tender Submission Closing Date: 12.04.2022 at 01.30 PM

Tender Opening date: 12.04.2022 at 5.00 P.M

The Pr.CCIT, Mumbai invites tender from bidders/contractors for the following works:

Nature of Work
Un-installation of Air Conditioner Machines from 6 th to 10 th Floor of Smt. K G Mittal Ayurvedic Hospital Building, Charni Road, Mumbai and transportation of the same to Kautilya Bhavan, BKC, Bandra (East) Mumbai 400 051

Sealed quotations are invited from the interested parties for outsourcing of services for un-installation of Air Conditioner Machines from 6th to 10th Floor of Smt. K G Mittal Ayurvedic Hospital Building, Charni Road, Mumbai and transportation of the same to Kautilya Bhavan, BKC, Bandra (East) Mumbai 400 051. In this regard, the Scope of Work, Eligibility Criteria, Payment Terms and other Terms and Conditions are enclosed herewith in the tender form. The Envelopes containing Technical Bid and Financial Bid separately should be closed in single envelope and same to be reach to the office of the Income-tax Officer(HQ), Administration-III, Mumbai at Room No.345, Aayakar Bhavan, M K Road, Mumbai - 400 020 by 1.30 PM on 12-04-2022, The envelop must be super scribed with **"Tender-un-installation of the Air Conditioner Machines and transportation of the same from Smt.K G Mittal Ayurvedic Hospital Building, Charni Road, Mumbai to Kautilya Bhavan, BKC, Bandra (East), Mumbai."**

The tender documents containing guidelines for submission of tender/quotations alongwith the terms & conditions and eligibility criteria can be downloaded by visiting the CPP portal on <https://www.eprocure.gov.in/epublish/app> and on departmental website www.incometaxmumbai.gov.in or the same can be obtained from the office of the Income Tax Officer (HQ) Administration-III, Room No.345, 3rd Floor, Aayakar Bhavan, M K Road, Mumbai-4000 20.

Place: Mumbai
Date: 05-04-2022



(SANTOSH KUMAR JHA)
Income-tax Officer (HQ),
Administration-III, Mumbai

LIMITED TENDER ENQUIRY DATED 05-04-2022

Last date 12.04.2022 at 11 AM

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for the un-installation of Air Conditioner Machines from 6th to 10th Floor of Smt. K G Mittal Ayurvedic Hospital Building, Charni Road, Mumbai and transportation of the same to Kautilya Bhavan, BKC, Bandra (East) Mumbai 400 051 as per scope of work.

2. SCOPE OF WORK

Scope of the work is the un-installation of Air Conditioner Machines from 6th to 10th Floor of Smt. K G Mittal Ayurvedic Hospital Building, Charni Road, Mumbai and transportation of the same to Kautilya Bhavan, BKC, Bandra (East), Mumbai 400 051.

2.1 Aforementioned work will include the following work:

- i. Uninstalling the indoor unit and outdoor unit of Split AC carefully without damaging the unit and marking them with the same serial number on internal unit and respective outer unit so that they should not mix.
- ii. Uninstalling the window Air Conditioning Machine without damaging the unit.
- iii. While uninstalling the split AC as well as window AC, gas should be properly pumped down.
- iv. While disconnecting the electricity from Air Conditioner machines, the cable should be disconnected from the power plug end not from the end where it is connected to the AC.
- v. In case of outdoor unit, stand/grill of the outdoor unit should be properly removed and marked.
- vi. In case of Indoor unit, the plate on which indoor unit is fixed to the wall should be removed and kept with the respective unit only.
- vii. The copper pipe of the indoor unit or outdoor unit should be detached with the flair nut.

- viii. Casing of the window unit should be removed properly and kept with the respective unit.
- ix. After removing all the above mentioned item as mentioned above, air conditioner machines should be transported to the basement of Kautilya Bhavan and kept there in professional manner so as not to cause any damage to any of the items.

The bidders are advised to visit the above mentioned sites before quoting bid for the tender. Bidder shall be responsible for the above mentioned work.

2. Eligibility Criteria :

- (i) The Bidder must have minimum experience of 3 years in the installation/un-installation of Air Conditioner Machines and other related works.
- (ii) The bidder must have a minimum annual turnover of Rs. 10 lakhs from the installation/un-installation/servicing/purchasing/selling of Air Conditioner Machines and other related work as mentioned above in the last 3 Assessment years i.e. 2019-20, 2020-21 and 2021-22.
- (iii) The bidder must accompany with copies of two Return of Income filed for A. Yrs 2020-21 and 2021-22 and proof of turnover in these years (Return of Income and Balance Sheet).
- (iv) The bidder should have head office/branch office in Mumbai. In this regard, documentary evidence of address in the form of any registered document has to be submitted.
- (v) Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), (ii), (iii) & (iv) mentioned above.

3. PAYMENT

- i. No advance payment would be made in any case. Payment shall be made after completion of the entire work and after submission of 'Work Completion Certificate' which shall be obtained from the Authorized Representative of the Department appointed for this purpose.

- ii. The vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.
- iii. No demand for revision of rate on any account shall be entertained during the contract period.
- iv. No payment shall be made for the part of work.
- v. The contract may be terminated at any stage of work if found not adhering the terms and conditions mentioned in the tender form

4. Other Terms and Conditions of the Contract:

- (i) The Bidder shall submit their rates as per unit un-installation of Air Conditioner and the quoted amount should be inclusive of all applicable taxes.
- (ii) Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non compliance of terms of contract.
- (iii) This tender is rate contract wherein the bidder shall have to quote the amount to be charged for the un-installation of each split AC (including indoor as well as outdoor unit), window AC. **The bidder will have to check the working condition of each air-conditioner machine before un-installing the same and the air conditioner machine which is not found in working condition should be certified as not in working condition.**
- (iv) Further, there are 78 air conditioner machines kept/installed in the premises from 6th to 10th Floor of Smt. K G Mittal Ayurvedic Hospital Building, Charni Road, Mumbai. Accordingly, **the lowest bidder will be decided as per the rate quoted for the un-installation of each air conditioner machines.**
- (v) Further, the expenses for the transportation of the aforementioned items will be given as per actual charges incurred by the bidder.
- (vi) Besides above, the vendor shall have to follow the following rules:-
 - a. The bidder/contractor will deploy the well qualified mechanic/engineer to un-install the items mentioned above.
 - b. The un-installation of Air-conditioner machines without adhering the method mentioned in the scope of work will attract penalty of Rs. 1000

per fault besides forfeiting the charges of un-installation of the items concerned.

- c. If any damage is caused to the items mentioned above during the un-installation of the same, the cost of damage shall be recovered from the vendor.
- d. The vendor shall be solely responsible for the safety of the persons deployed to un-install and transport the items mentioned above.
- e. The technical bid must accompany with copies of two Return of Income filed for A. Yrs 2020-21 and 2021-22 and proof of turnover in these years (Return of Income and Balance Sheet).
- (vii) The bidder will be qualified for Financial Bid only if it fulfills the eligibility criteria and conditions stipulated in the "Technical Bid"
- (viii) The Income Tax Department reserves the right to accept or reject any bid without assigning any reason.
- (ix) Tender bid should be submitted in a big sealed envelope marked as **"Tender-un-installation the Air Conditioner Machines and furniture and fixture at K G Mittal Building, Charni Road, Mumbai"** containing two smaller sealed envelopes marked as **"Technical Bid' & 'Financial Bid'**
- (x) This office reserves the right to terminate the contract during initial period also after giving a week's notice to the firm.
- (xi) The successful bidder should complete the work within 10 days from the date of receiving the work order for the said contract.
- (xii) The vendor will have to fulfill the safety rules, security rules as governed by the applicable rules/laws, for the representatives of the vendor, prevailing from time to time.
- (xiii) The Vendor's Supervisor shall be responsible to supervise the job in person, ensure its smooth performance and his presence at site during the work shall be deemed compulsory.
- (xiv) The Vendor will carry out the work for the un-installation of Air Conditioner Machines, and furniture and fixture and transportation of the same as per scope of work in true professional manner, taking due precautions of Covid-19 protocols and as per convenience of the department.

- (viii) The Income Tax Department reserves the right to accept or reject any bid without assigning any reason.
 - (ix) Tender bid should be submitted in a big sealed envelope marked as **"Tender-un-installation the Air Conditioner Machines and transportation from K G Mittal Building, Charni Road, Mumbai"** containing two smaller sealed envelopes marked as **"Technical Bid' & "Financial Bid'**
 - (x) This office reserves the right to terminate the contract during initial period also after giving a week's notice to the firm.
 - (xi) The successful bidder should complete the work within 10 days from the date of receiving the work order for the said contract.
 - (xii) The vendor will have to fulfill the safety rules, security rules as governed by the applicable rules/laws, for the representatives of the vendor, prevailing from time to time.
 - (xiii) The Vendor's Supervisor shall be responsible to supervise the job in person, ensure its smooth performance and his presence at site during the work shall be deemed compulsory.
 - (xiv) The Vendor will carry out the work for the un-installation of Air Conditioner Machines, and furniture and fixture and transportation of the same as per scope of work in true professional manner, taking due precautions of Covid-19 protocols and as per convenience of the department.
 - (xv) The quotation documents are to be submitted in the office of the ITO (HQ) Admn.-III, Mumbai at Room No.345, Third floor, Aaykar Bhavan, M. K. Road, Mumbai 400 020 on or before 1.30 PM on 12-04-2022. No Bid will be accepted thereafter.
 - (xvi) The quotation will be opened at 5.00 P.M on 12.04.2022 in the Room of CIT (TDS)-1, Mumbai.
 - (xvii) The decision of Income Tax Department, Mumbai shall be final in all matters of selection of the contractor for un-installation the Air Conditioner Machines and furniture and fixture and transportation of the same as per scope of work.
- The bidders can contact in the O/o the ITO (HQ) Admn.-III, Mumbai at Room No.345, 3rd floor, Aaykar Bhavan, M. K. Road, Mumbai 400 020 for further details or clarifications if any on any working day during the office hours.

UN-INSTALLATION THE AIR CONDITIONER MACHINES

ANNEXURE-B

FINANCIAL BID

1	Name & Address of the Bidder	
2	Telephone Nos. of the Bidder	
3	Rate (Excluding Taxes) Per Unit in rupees.	Split Air Conditioner Rs. _____ Window Air Conditioner Rs. _____ and Transportation Charge of air conditioner machines to Kautilya Bhavan Rs. _____
4.	GST (if applicable) @ %	
	Total Amount	

(Name & Sign of the Authorised Signatory)

UN-INSTALLATION THE AIR CONDITIONER MACHINES

ANNEXURE –A

TECHNICAL BID

1	Name & Address and Telephone Nos. of the Bidder		
2	P.A.N		
3	Existing Clients of the Bidder (List to be attached for the last 2 Asst. years i.e. 2020-21 and 2021-22 (Proof to be attached as per Tender Notice)		
4	Annual Turnover(Proof to be attached)	A.Y. 2020-21	
		A.Y. 2021-22	
5	Details regarding experience in the field(Proof to be attached)		Name of the Organization:_____ Contract Period:_____
6	GST no. & Registration Certificate (Copy to be attached)		

(Name & Sign of the Authorized Signatory)