



भारत सरकार : GOVERNMENT OF INDIA

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

आयकर अधिकारी, वार्ड-१, तिनसुकिया का कार्यालय : OFFICE OF THE INCOME-TAX OFFICER, WARD-1, TINSUKIA

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फ़ा० सं०/ F. No.: T-7/ITO/W-1/TSK/2026-27/8

दिनांक/ Date: 27.04.2026

निविदा आमंत्रण सूचना/ NOTICE INVITING TENDER

आयकर अधिकारी, वार्ड-१, तिनसुकिया अनुमोदित और पात्र ठेकेदारों से निविदाएं आमंत्रित करते हैं जो निम्नलिखित पात्रता शर्तों को पूरा करते हैं/ The Income-tax Officer, Ward-1, Tinsukia invites tenders from approved and eligible contractors who fulfil the following eligibility conditions:

NIT No.	IT_TSK_2026-27_1
कार्य का नाम/ Name of Work	Construction of Security Guard Booth in the Income-tax Office Campus, Tinsukia
अनुमानित लागत/ Estimated Cost	Rs. 4,96,000/-
कार्य पूरा होने का समय/ Time for completion of work	10 days
तकनीकी और वित्तीय बोली जमा करने की अंतिम तिथि और समय/ Last Date & Time of Submission of Technical and Financial Bid	08.05.2026 upto 09:00 AM
तकनीकी बोली खोलने की तिथि और समय/ Date & Time of Opening of Technical Bid	09.05.2026 after 09:00 AM
निविदा की वैधता/ Validity of the tender	90 (Ninety) days from last day of receipt of the technical bid

- इच्छुक बोलीदाता को बोली की शर्तों और नियमों को ध्यानपूर्वक पढ़ना चाहिए। बोलीदाताओं को अपनी बोलियाँ तभी प्रस्तुत करनी चाहिए जब वे स्वयं को योग्य समझें और उनके पास सभी आवश्यक दस्तावेज मौजूद हों।/ The intending bidder must read the terms and conditions of the bid carefully. The bidders should only submit their bids if they consider themselves eligible and in possession of all the documents required.
- वेबसाइट पर बोलीदाताओं के लिए पोस्ट की गई जानकारी और निर्देश बोली दस्तावेज का हिस्सा होंगे।/ Information and Instructions for bidders posted on website shall form part of bid document.
- The bid document consisting of specifications of various types of works to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app> free of cost.
- जो ठेकेदार उपरोक्त वेबसाइट पर पंजीकृत नहीं हैं, उन्हें पहले से पंजीकरण कराना आवश्यक है।/ Those contractors not registered on the website mentioned above, are required to get registered beforehand.
- इच्छुक बोलीदाता के पास बोली प्रस्तुत करने के लिए वैध श्रेणी II या श्रेणी III प्रमाणपत्र तथा हस्ताक्षर कुंजी का उपयोग होना चाहिए।/ The intending bidder must have valid Class II or Class III Certificates with signing key usage to submit the bid.
- दो लिफाफा प्रणाली के तहत आमंत्रित ई-निविदाएं, पहले इलेक्ट्रॉनिक लिफाफे को "तकनीकी लिफाफा" नाम दिया जाएगा और इसमें बोलीदाता की पात्रता शर्तों को पूरा करने वाले दस्तावेज होंगे और दूसरे इलेक्ट्रॉनिक लिफाफे को "वित्तीय लिफाफा" नाम दिया जाएगा जिसमें अनुसूची/ मात्रा का बिल (बीओक्यू) होगा। बोलीदाता को तकनीकी बोली लिफाफा और वित्तीय बोली लिफाफा एक साथ जमा करना होगा। पहले तकनीकी बोलियों का मूल्यांकन किया जाएगा और उसके बाद ही पात्र बोलीदाताओं की वित्तीय बोलियाँ खोली जाएँगी। इन लिफाफों में निम्नलिखित दस्तावेजों का एक सेट होना चाहिए।/ The e-Tenders invited under two envelopes system, the first electronic envelope will be named as "Technical Envelope" & will contain documents of bidder's satisfying the eligibility conditions and 2nd electronic envelope will be named as "Financial Envelope" containing Schedule/ Bill of Quantities (BoQ). The bidder shall submit TECHNICAL BID ENVELOPE & FINANCIAL BID ENVELOPE simultaneously. The technical bids will be evaluated first and thereafter financial bids of eligible bidders only shall be opened. These envelopes shall contain one set of the following documents:

a) तकनीकी बोली लिफाफे में निम्नलिखित दस्तावेज शामिल होंगे/ TECHNICAL BID ENVELOPE shall contain the following documents:

i.	Certificate regarding acceptance of technical specifications, detailed scope, instructions, terms of the bid as specified in the bid document
ii.	Scanned copy of Chartered Account Certificate for turnover or copy of MSE registration in case relaxation from turnover criteria is claimed
iii.	Scanned copies of Certificates of successful completion of work/ other supporting document in respect of the experience criteria as specified in the bid document
iv.	Scanned copy of PAN card
v.	Scanned copy of the GST Registration
vi.	Scanned copy of proof of availability of office in Tinsukia district
vii.	Scanned copy of the Advance Warranty Certificate as specified in the Annexure
viii.	Any other document as per bid requirements

b) वित्तीय बोली लिफाफे में निम्नलिखित दस्तावेज शामिल होंगे/ FINANCIAL BID ENVELOPE shall contain the following documents:

i.	Schedule/ Bill of Quantities (BoQ) in .xls format
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पात्रता की शर्तें/ Eligibility Conditions:

1. The firm should be registered with office address in the district of Tinsukia.
2. The Firm should have Average annual financial turnover of at least 50% of the estimated cost during the last 3 financial years, ending 31st March of the previous financial year (firms with valid registration as MSE shall be eligible for relaxation of turnover requirement subject to their meeting of quality and technical specifications).
3. The firm should have performed, 3 (three) similar works, each costing not less than Rs. 1.98 lakhs, or 2 (two) similar works, each costing not less than Rs. 2.98 lakhs, or 1 (one) similar work costing not less than Rs. 5.95 lakhs in the last 3 (Three) years ending previous day of last date of submission of bid. Similar work means “works related to repair/ renovations/ construction for Office Buildings and/ or Campuses”.
4. The prospective Bidders are required to visit the site where the work is required to be performed, at the time scheduled for pre-bid meeting at their own cost.

[नजीमुद्दीन अहमद/ Nazimuddin Ahmed]
आयकर अधिकारी, वार्ड-१, तिनसुकिया/
Income Tax Officer, Ward-1, Tinsukia.

कार्यों की तकनीकी विशिष्टताएँ/ TECHNICAL SPECIFICATION OF THE WORKS

Site: Income-tax Office Campus, Bordoloi Nagar, Tinsukia-786125

Sl. No.	Description	Quantity	Unit
1.	Construction of guard room including all civil works such as excavation, foundation, RCC work, brick masonry, plastering, flooring as per drawing	1	Job
2.	Providing and fixing MS grill and window with glass along with mosquito net above the wall height of 3 feet	250	sq. ft.
3.	Providing and fixing door complete with frame, shutter, hinges, locking arrangement, and necessary fittings, finished with primer and paint	1	No.
4.	Providing and fixing MS structural framework with Dyna roof sheet including necessary supports, welding, fittings, and fastening	1	Job
5.	Providing and constructing brick masonry in existing drain to increase the height by 1 foot including cement mortar, plastering if required, and providing and fixing suitable drain cover	1	No.
6.	Providing and applying wall putty, primer, and final paint coat on walls for an approximate area, including required materials and labour	2800	sq. ft.
7.	Supply of a MS steel bed with a ply base for guard room	1	No.
8.	Supply of a Table and chair for guard room	1	No.
9.	Providing and fixing electrical fittings including 20W tube lights (2 no.s), ceiling fan (1 no.), 6-module switch board (2 no.s), and security lights (3 no.s) with necessary wiring, connections, and installation	1	No.

- Wherever applicable, works shall be carried out with workmanship up to the standards followed in the industry.
- The constructed Security Guard Booth shall have floor area not less than 10 ft. * 6 ft. (L * B).
- **The successful bidder shall be required to get the final location of construction, design and specifications of the Security Guard Booth, be approved by the Building In-Charge, Aayakar Bhawan, Tinsukia; before proceeding with the construction.**

Instruction to Bidders

1. The Bidder is expected to examine the instructions, forms, terms & conditions and specifications in the bid documents. Failure to furnish information required by the bid document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
2. The bidder is required to fill up the Advance Warranty Certificate in the format give as per **Annexure** of the Bid document.
3. At any time prior to the deadline for submission of bids, this Office may, for any reason, whether at its own initiative or in response to clarification requested by prospective bidder, modify the bid document by a written amendment.
4. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, this Office, at its discretion may extend the deadline for the submission of bids.
5. This Office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or Bidders or any obligations to inform the affected Bidder of the grounds for the Contractee's action.
6. The "bidder" as used in this document shall mean the one who has signed the tender document forms. He/ She may either be the Principal Officer or the duly authorized representative, in such case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondence) shall be furnished and signed by such representative or the Principal Officer.
7. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial Bid covers separately. **It must be ensured (even though the deviations are not material) that the price related deviations are not indicated in the Technical Bid cover in any manner.**
8. It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No sub-contracting, in any form will be permitted.
9. The Courts of India at Tinsukia will have exclusive jurisdiction to determine any proceeding in relation to this contract.
10. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
11. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract.

Read and accepted.

Signature and stamp of
Bidder (of Authorized Signatory).

TERMS OF CONTRACT

1. No alteration should be made in any of the term and conditions of the bid document. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. No bid will be considered unless and until all the pages/ documents comprising the Bid are properly signed and stamped by the person(s) authorized to do so.
3. In the event of bid being accepted, the offer rate will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidder shall also form Part of the contract.
4. The terms and conditions of contract given in this section along with the Instructions to bidders should be signed and returned in the envelope marked as "Technical Bid" otherwise the tender is liable to be rejected.
5. The price quoted must be net price per unit inclusive of charges, rates and taxes.
6. The maximum period for complete and satisfactory performance of the contract, shall be 10 (Ten) days from the date of award of the contract for this purpose. The time limit of 10 (Ten) days will begin from the date of communication of the bid to the successful bidder, by way of telephonic intimation, by E-mail or in writing whichever is earlier.
7. The Contractee does not bind itself to accept the lowest tender and reserves itself the right to reject any or all tenders. The Contractee may also increase or decrease the scope of work.
8. The works to be done under this contract will be of the quality equal and answerable in every respect to the specification given in the list accompanying the tender and approved by the Contractee. The Contractor shall be responsible for all complaints as regards the quality. In case of dispute regarding quality of articles, the decision of the Contractee will be final and binding on the contractor.
9. The Contractee or its nominee duly authorized in writing shall have the power to inspect the items/ works before, during or after supply/ installation, dispatch transit or arrival and to reject the same or any part or portion through a communication in writing. If it is not satisfied that the same is equal or according to the specification as per tender notice submitted, the Contractor shall not charge or be paid for works rejected as above and such works shall be removed by the contractor at once and at his expense. He/ She shall neither claim nor be entitled to payment for any damage that the rejected works may suffer from any harm whatsoever incidental to a full and proper examination and test of such works. The Contractee shall not be under any liability for rejected works. The rejected works shall be removed by the contractor within ten days of the issue of notice rejecting such works, failing which such rejected works will be removed at Contractor risk and the Contractee may charge the Contractor, rent for space occupied by such rejected works.
10. The Contractor shall acknowledge that he/ she is fully acquainted with all the conditions and circumstances under which the work required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the contractor. The contractor shall not plead ignorance as an excuse in case of complaint against the supplies, or rejection of works tendered by him or with a view to asking for increase of any rate agreed to the contract or to evading any of his obligation under the contract.
11. **No payment will be made in advance for any works under this contract.**
12. Upon issue of an "Order for Commencement of Work and Letter (Notification) of Award (LOA) of Contract" to the successful bidder, subsequent to bid evaluation, the Notification shall constitute a legally binding contract between the Bidder and the Tender Inviting Authority upon acceptance, as per the terms and conditions mentioned above (and elsewhere in this bid document).

Read and accepted.

Signature and stamp of
Bidder (of Authorized Signatory).

Advance Warranty Certificate by the Bidder

(To be typed on the letter head of the Bidder, each page of the Annexure to be signed by the Bidder and the Seal of the Bidder be placed on each page before submitting in the PDF format)

ADVANCE WARRANTY CERTIFICATE BY THE BIDDER	
It is certified as follows:	
1.	I/we shall be responsible for execution of the works as per the specifications and terms & conditions enumerated in the "Notice for Inviting Tenders" (NIT).
2.	I/we shall be responsible for undertaking the "Works for the Procuring Entity" on a price/cost which is reasonable and consistent with the quality required.
3.	I/we shall be responsible for undertaking the said "Works for the Procuring Entity" on a price/cost which is reasonable and consistent with the market prices of such goods/material/works and the scheduled rates as prescribed by relevant organizations of the Government i.e. the Central Public Works Department or as prescribed by the GeM SPV etc.
4.	I/we shall be responsible for completing the "Works for the Procuring Entity" according to the National Technical Regulations or recognized National Standards or Building Codes.
5.	I/we shall be responsible for completing the "Works for the Procuring Entity" using the best quality of material and labor available in the market.
6.	I/we shall be responsible for ensuring that the works executed by the Bidder are of the best quality and design and the material/goods, whether civil or electrical or other, used in such works is/are new, unused, of the most recent or current models and design and which the Bidder incorporates in other recent works while executing similar works for other persons.
7.	Even if the works have been delivered, commissioned and accepted by the Procuring Entity, I/we shall remain responsible for smooth and efficient functioning of the works executed by me/us and, in case of any malfunction or wear or defect or damage in works executed by the Bidder or in case of any malfunction or wear or defect or damage in the quality and design of the material/goods, whether civil or electrical or other, used in such works, I/we shall be responsible for undertaking suitable action for replacement and restoration of the works to the levels desired by the Procuring Entity and replacement of the defective material/goods, whether civil or electrical or other.
8.	I/we hereby furnish to the Procuring Entity, this "Advance Warranty Certificate", as per Annexure of the "Notice for Inviting Tenders" (NIT), warranting on my/our part to the Procuring Entity that, I/we shall remain responsible for smooth and efficient functioning of the works executed by me/us and, in case of any malfunction or wear or defect or damage in works executed by me/us or in case of any malfunction or wear or defect or damage in the quality and design of the material/goods, whether civil or

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	electrical or other, used in such works, I/we shall be responsible for undertaking suitable action for replacement and restoration of the works to the levels desired by the Procuring Entity and replacement of the defective material/goods, whether civil or electrical or other.
9.	I/we, hereby, agree that is “Advance Warranty Certificate” furnished by me/us to the Procuring Entity shall remain valid for a period of 36 months from the date of the completion of the process of procurement. During the period of warranty, in case of any malfunction or wear or defect or damage in works executed by me/us or in case of any malfunction or wear or defect or damage in the quality and design of the material/goods, whether civil or electrical or other, used in such works, I/we shall be bound to make good the loss to the Procuring Entity and shall also be bound to undertake suitable action for replacement and restoration of the works to the levels desired by the Procuring Entity and replacement of the defective material/goods, whether civil or electrical or other, within a period of 15 days from the date of the due notice to me/us.
10.	I/we, hereby, agree that, in case I/we fail to honor any provision of the “Advance Warranty Certificate” on any occasion or time, I/we shall be liable for criminal/civil action under the relevant laws, rules, provisions etc. including cancellation of the contract (if awarded) or during the execution of the contract or thereafter at any time during the period of warranty, debarment from participating in the future tendering processes of the Procuring Entity or other Procuring Entities or Government Departments, forfeiture of the Performance Security, liquidated damages, other damages, recovery of payment made (even after the contract has been executed) and other actions prescribed and allowable under the relevant laws, rules etc.
<u>Verification/Declaration</u>	
That, I, the Principal Officer/ Authorized Representative of the Bidder, whose details are given below, hereby, verify and declare that we have understood the contents of this “Advance Warranty Certificate” and we agree with the same.	
I, hereby, further, verify and declare that I am competent and I am duly authorized by the Bidder to furnish this “Advance Warranty Certificate”.	
I, hereby, further, verify and declare that I am competent and I am duly authorized by the Bidder to furnish this verification/declaration on behalf of the Bidder.	
Signature of the Principal Officer/ Authorized Representative of the Bidder:	
Note: Authorized Representative of the Bidder means the Executive Director (in the case of a Company) or the Executive Partner (in the case of a Partnership Firm) or the Proprietor (in the case of a Proprietorship Firm) or the Principal Officer of the Bidder.	

Annexure

Advance Warranty Certificate by the Bidder

(To be typed on the letter head of the Bidder, each page of the Annexure to be signed by the Bidder and the Seal of the Bidder be placed on each page before submitting in the PDF format)

Name of the Principal Officer/ Authorized Representative of the Bidder:	
Designation of the Principal Officer/ Authorized Representative in the Bidder:	
Official Seal of the Bidder:	
Date:	