



भारत सरकार / GOVERNMENT OF INDIA
आयकर महानिदेशालय (अन्वेषण) / DIRECTORATE GENERAL OF INCOME TAX (INVESTIGATION)
तमिलनाडु व पुदुचेरी / TAMILNADU & PUDUCHERRY.
आयकर अन्वेषण शाखा, नया नं 46 / Income Tax Investigation Wing, New No. 46
)पुराना नं 108(महात्मा गांधी रोड / चेन्नै - 600034. / (Old No.108), Mahatma Gandhi Road, Ch - 600034.

फा सं/अधि/F. No. 1051/1/2025-26

दिनांक /Date : 6 /08/2025

NOTICE INVITING TENDER
FOR REPAIR & MAINTENANCE OF SUBSTATION &
INVESTIGATION WING BUILDING

The Income Tax Department invites sealed tenders from reputed business concerns engaged in the repair and maintenance of substations and buildings for the maintenance of the substation and Income Tax Investigation Wing building at No. 46, M.G. Road, Chennai - 600034, for the period of one year from 01.09.2025 to 31.08.2026. This includes maintenance of the building, fire safety systems, generators, solar panels, pump systems and substation in the campus. Tender document can be downloaded from the web site: www.incometaxindia.gov.in & **CPP Portal** and the last date for submission of filled tender forms is 26.08.2025.

(एस.त्यागराजन)/(S. THIAGARAJAN)
आयकर अधिकारी (मुख्यालय) (अन्वेष.)/
Income Tax Officer (HQ) (Inv.)
आयकर महानिदेशक (अन्वेष.) का कार्यालय/O/o. DGIT(Inv.),
तमिलनाडु और पुदुचेरी/Tamilnadu & Puducherry



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NOTICE INVITING TENDER
FOR REPAIR & MAINTENANCE OF SUBSTATION &
INVESTIGATION WING BUILDING

The Income Tax Department invites sealed offers for Repair & Maintenance of Substation and Income investigation wing building at No. 46, M.G. Road, Chennai – 600034 from reputed Business Concerns.

TENDERING PROCESS:

Tender is invited in two parts i.e. (1) **Qualifying bid** (2) **Financial bid**. The tender form for Qualifying bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects, should be submitted in two separate sealed covers addressed to the Additional Director of Income Tax (H.Q.) (Inv.), O/o. DGIT(Inv), Tamil Nadu & Puducherry, on or before **26.08.2025 by 11 A.M.** Late submission of tenders will not be accepted.

The sealed covers may be super scribed with "**Qualifying Bid -Tender for Substation & Building Maintenance**" and "**Financial Bid - Tender for Substation & Building Maintenance**" respectively. Qualifying Bids will be opened by the tender committee on **26.08.2025 at 11:30 A.M.**, in the presence of bidders. Incomplete bid document will be rejected. The valid qualifying bids will be scrutinized by the Department to shortlist the eligible bidders. Thereafter, the financial bid of the shortlisted bidders will be opened by the tender committee on the same day.

If the tenders are sent by post/courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not responsible for the delay on account of Postal/ Courier Services.

The tenderer is requested to inspect the areas under consideration for maintenance at the premises between 10:00 AM and 5:00 PM (Monday to Friday) and submit their quotes thereafter. Any clarification in this regard may be sought from the Income Tax Officer (HQ)(Inv.), Chennai Office of the Directorate General of Income Tax (Investigation), Tamil Nadu & Puducherry, 46, M.G. Road, Nungambakkam, Chennai-34 (Ph.: 28269971).

Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of the Administrative Officer, 0/o Directorate General of Income Tax (Investigation), Tamil Nadu & Puducherry, should accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process. EMD is exempted under MSME License Entrepreneur. No interest shall be paid on the EMD.

The successful bidder of the contract has to submit a Performance Guarantee either by way of Demand Draft or Fixed Deposit or Bank Guarantee receipt of Rs.2,00,000/- (Rupees Two lakh only) within seven days from the day of obtaining the Contract. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the Company/Firm through its authorized signatory.

The tender forms shall be rejected if it is not complete in any aspect and this office does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.

TERMS AND CONDITIONS:

The Contractor shall be considered for award of contract, only if they agree to abide by the following terms & conditions:

1. The Bidder should be a Chennai based concern. Its Registered Office, Head Office and Corporate Office should be situated in Chennai.
2. The Bidder should have a minimum of 5 years of experience in providing substation maintenance to various Government organizations.
3. During the past 5 years NO organization should have disqualified or black listed the bidder. There should be no disputes involving clients on the basis of the terms of contract with bidder. A self-declaration certificate should be enclosed in the technical bid.
4. The Bidder must have ESI Registration, EPF Registration, GST Registration if applicable.
5. The evidence for filing of Return of Income along with supporting documents based on which the return of income was filed like Profit & Loss Account, Income & Expenditure Account, Balance Sheet, for past three Financial Years 2022-23, 2023-24 and 2024-25 should be enclosed along with the Qualifying Bid.
6. In the event of any of the above conditions not being satisfied the Qualifying Bid will be rejected and the Finance Bid will not be opened.
7. In the event of the Contract being awarded, the Contractor should be prepared to deploy the persons w.e.f. **01.09.2025**.
8. The contractor shall ensure that its personnel shall have identity cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the Contractor.
9. The personnel shall report to the Officer-in-charge assigned by the department.
10. Tax shall be deducted at source as per the Income tax Rules from the monthly bills.
11. The Contractor shall ensure that the work undertaken by its personnel is carried out efficiently and to the satisfaction of the department.

12. The Contractor and the employees engaged by the Contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.

13. The Contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of the personal engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to the third party.

14. The Contractor shall quote the rates inclusive of labour charges, statutory expenses and other costs. Repairs & maintenance for equipment should be borne by the Contractor.

15. The contractor and the employees engaged by the contractor are required to comply with CISO guidelines and to sign the Non-Disclosure Agreement (NDA).

16. The contractor shall be solely responsible for the complete and effective maintenance & operation of the substation, building fire safety systems (excluding fire extinguishers), generator systems, air conditioning systems, and pump systems as per the scope of work.

17. The contractor shall ensure all systems are maintained in good working condition and shall take prompt corrective action in the event of any malfunction, breakdown, or failure.

18. The Contractor shall provide adequate manpower to take care of the activities and ensure proper supervision of the manpower deployed by them.

19. The contractor is responsible for deploying qualified personnel for the maintenance activities, ensuring all work is carried out by competent, skilled, and trained staff.

20. The Contractor shall quote the rates inclusive of labour charges, statutory expenses and other costs. Repairs & maintenance for equipment should be borne by the Contractor.

21. The Contractor will be responsible for the complete repair, maintenance, and operation of the substation for the entire contract period. The work includes but is not limited to the following:

- i. Routine Maintenance: Regular inspections and maintenance of electrical equipment, transformers, switchgear, circuit breakers, and other substation components.
- ii. Preventive Maintenance: Regularly scheduled maintenance activities to prevent failures and optimize the functioning of the substation.
- iii. Corrective Maintenance: Repairing any identified faults, failures, or breakdowns in electrical components and systems.
- iv. Emergency Maintenance: Immediate response to unplanned breakdowns and failures.
- v. Testing and Calibration: Periodic testing and calibration of all protective and control systems.
- vi. Replacement of Faulty Parts: Provision and installation of new parts as necessary to ensure uninterrupted operation.
- vii. Upgrading of Equipment: If necessary, upgrading or modernization of old or outdated systems with prior approval.
- viii. Performance Reports: Monthly reports on maintenance activities, performance status, and issues identified during maintenance checks.
- ix. Safety and Compliance: Ensuring all work adheres to relevant industry safety standards and compliance with applicable regulations.
- x. 24/7 Availability: Contractor must provide round-the-clock support and maintenance services as needed.

22. The contractor shall maintain the structural integrity of the building, including performing routine inspections, identifying potential issues, and carrying out necessary repairs.

23. Any repairs or replacements related to the building's infrastructure, including plumbing, electrical, and HVAC systems, must be completed in a timely manner to avoid disruption.

24. The contractor shall ensure that all fire safety systems (excluding fire extinguishers) are properly inspected, tested, and maintained regularly, in compliance with relevant fire safety regulations.

25. The contractor shall keep all fire alarm systems, fire doors, emergency lighting, smoke vents, sprinklers, and other fire safety systems fully operational at all times.

26. The contractor shall ensure that the building's backup generator is maintained in a fully functional state at all times, including performing regular inspections, oil changes, fuel system checks, and any other necessary maintenance. The cost of diesel will be billed on an ad-hoc basis.

27. The contractor is responsible for ensuring that adequate diesel reserves are available to avoid any interruptions in power supply. The contractor shall maintain an inventory of reserve diesel fuel and ensure it is replenished as needed. In case of an emergency, the contractor shall arrange for fuel supplies promptly.

28. The contractor shall be responsible for the proper storage and handling of diesel fuel, ensuring compliance with all safety regulations.

29. The contractor shall take adequate steps for the smooth functioning of solar panels provided in the O/o Director General of Income Tax (Inv.) building.

30. For this purpose, routine inspection of electrical connections and preventive maintenance of complete solar panel including cleaning of panels should be undertaken.

31. The contractor shall perform regular maintenance on the building's pump systems, including inspections, cleaning, and repairs, to ensure their proper operation.

32. The contractor shall ensure that pump systems are adequately maintained to avoid water flooding or drenching during heavy rains. This includes ensuring the drainage systems and pumps are free of blockages and working effectively.

33. The Contractor shall supply all necessary materials, tools, equipment, and machinery for the performance of the work, ensuring that all work meets prescribed standards

34. The contractor shall provide 24/7 emergency response to address any breakdowns or issues with the building's systems. Immediate corrective actions should be taken to prevent further damage or disruption.

35. The contractor shall have an emergency contact number that is accessible to the building management team at all times.

36. The contractor shall assume full responsibility for any damage to the building or its systems caused by negligent work or failure to properly maintain the equipment.

37. The contractor shall provide monthly reports detailing the maintenance activities performed, including inspections, repairs, and replacements conducted. These reports shall be submitted to the building management team on a monthly or quarterly basis, as required.

38. The contractor shall maintain accurate records of all maintenance work, including service logs, inventory, and emergency actions taken.

39. The building management reserves the right to terminate the contract in the event of poor performance, failure to meet obligations, or breach of any terms outlined in the contract.

40. In case of termination, the contractor will be required to hand over all relevant maintenance records and ensure a smooth transition.

SCOPE OF WORK

The scope of work for the maintenance contract covers the following areas for the building:

Sl. No.	DESCRIPTION
1.	Day to day Maintenance of Internal Electrical Installations (i/c Preventive Maintenance) for all working days by attending fuse off calls, break down calls, Emergency calls, i/c R/m of water supply pump sets, operation of DG sets and maintaining essential panels, Non-essential panels, rising mains, control panels, street lights and assist to the lifts in case of emergency etc., at Income Tax Office (INVESTIGATION), Goutham Building, No. 46, MG Road, Nungambakkam, Chennai - 34 as per specification and conditions attached
1.1	Skilled {For Shift "A" "B"& 'C' }
1.2	Un-Skilled {For Shift "A" & "B" }
2.	Operation & maintenance of Fire Alarm System i/c routine inspection as well as, preventive maintenance of the complete AFA System & breakdown calls which includes regular monthly servicing and replacement of components found defective materials such as SMPS, mother board ,battery charger and servicing /repairing of fire panel board, detectors, RI, MCP, Hooter ,i/c circuit wiring etc, at Income tax office (Investigation) ,Goutham building, No,46,MG road, Nungambakkam, Chennai-34, as per specification and condition.
3.	Comprehensive Annual maintenance of Solar panels i/c routine inspection as well as, preventive maintenance of the complete solar panel which includes panel cleaning, electrical testing, mounting system & cabling and battery maintenance etc. at Income Tax Office(Investigation), Goutham Building, No. 46, MG Road, Nungambakkam, Chennai - 34 as per specification and conditions attached
4.	Annual maintenance of firefighting system consisting of 1 No. 60 HP electric driven fire pump,1 No. 95 BHP diesel engine driven fire pump, 1 No. 12.5 HP jockey pump, 1 No.2.0 HP priming pump, along with pump control panels, yard hydrants, 1 No. riser main along with landing valves with hose pipes, hose reels, nozzles etc. including attending minor breakdown calls and conducting Fire Drill twice in a year etc. as required at Income Tax Office (INVESTIGATION), Goutham Building, No. 46, MG Road, Nungambakkam, Chennai - 34 (After completed subhead- IV in Item No 5 work ,subhead-III work will be reckoned)
5.	Supplying and replacement of following materials for 95 BHP diesel engine pump (for firefighting) etc. complete testing as required SL No. 1 (a) and including rebate for dismantling materials etc., as required. ("B" Check). Ashok L e y l a n d E n g i n e M o d e l No.ALU400-6 / Serial No. LUEH 20453

1. Building Maintenance:

- Repair and maintenance of CCTV camera surveillance system
- Regular inspection and maintenance of the building's electrical wiring, fixtures and various electrical components.
- Routine checks and repairs of electrical, plumbing, and HVAC systems to ensure smooth operation.
- Repair and maintenance of exterior and interior paint, ensuring aesthetic upkeep of the building.
- Installation of new electrical components/channel, whenever required.

2. Fire Safety Maintenance (Excluding Fire Extinguishers):

- Inspection, testing, and maintenance of all fire safety systems, such as fire alarms, fire detection systems, emergency lighting, and exit signage.
- Regular testing of fire doors, smoke vents, and sprinklers to ensure their proper functioning.
- Maintenance and servicing of fire suppression systems, including checks on water pressure and operational readiness.

3. Generator Maintenance:

- Routine inspection and servicing of backup generators to ensure their readiness in case of power outages.
- Maintenance includes checking engine health, fuel system, cooling system, electrical system, and starting system.
- Diesel for the generator will be billed on an ad hoc basis. The contractor is responsible for maintaining an adequate reserve of diesel to prevent any operational disruptions during emergencies.

4. Maintenance of Solar Panel

- Regular inspection and maintenance of the building's solar panel so as to facilitate the smooth functioning.

5. Maintenance of Pump Systems:

- Regular inspection and maintenance of the building's pump systems to ensure efficient operation and prevent any water damage or flooding during heavy rains.
- Cleaning and checking of pumps, filters, and drainage systems to ensure that they are clear of blockages and functioning optimally during wet weather conditions.

6. Skilled Workers

- 3 skilled workers (electrician) and 2 semi-skilled/helper will be required. Eight hour shifts each day, totally 3 Shifts. 1 skilled and 1 semi-skilled/helper worker will be required in morning and day shift and 1 skilled worker is required in the night shift, operating continuously for 365 days

7. Material and repairs

- Electrical, plumbing, HVAC, components and Spares.
- Cables and Conductors.
- Tools and Equipment.
- Lubricants and Chemicals.
- safety and maintenance materials.
- Consumables.
- Other miscellaneous components.

The tenderer should ensure that the following documents are part of the qualifying bid:

- A. Annexure-I (duly filled in)
- B. EMD for Rs.50,000/-
- C. Tender document (all pages signed)

The Financial bid:

- A. Duly filled in Annexure - II (duly filled in)

(एस.त्यागराजन)/ (S. THIAGARAJAN)

आयकर अधिकारी (मुख्यालय) (अन्वे.) /

Income Tax Officer (HQ) (Inv.)

आयकर महानिदेशक (अन्वे.) का कार्यालय/O/o. DGIT(Inv),

तमिलनाडु और पुडुचेरी/Tamilnadu & Puducherry.

Encl:

- 1. Qualifying bid document (Annexure - I)
- 2. Financial bid document (Annexure-II)

QUALIFYING BID DOCUMENT**(Tenderers who are not fulfill the following will not be considered for Financial Bid)**

1. Name of the Business Concern :
2. Office Address (with Tel No., Fax & E-mail) :
3. Name & Address of the Directors/Partners/
Proprietor (with Mobile No.) :
4. Contact Person(s) with Mobile Number :
5. No. of years of experience (at least 15 Years) :
6. List of clients along with certificate of
Appreciation from at least two important clients
(attach proof, if any, for rendering service in
Income Tax/GST/CBI/ED, AG office etc.) :
7. Turnover for F.Y (More than 4 Crores)

F.Y	2022-23	2023-24	2024-25
Turnover			

8. PAN No. :
9. GST Registration No. :
10. Details of EMD :
11. Present running/live contracts :
12. U/R of penalty, disqualification if any :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm/ Proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the Company/ Firm/Proprietorship :
2. Office Address (with Tel No., Fax & E-mail) :
- 3.Name & Address of the Directors / Partners
Proprietor (with Mobile No.) :
4. Contact Person(s) with Mobile Number :
- 5.Total Cost (Man power; materials:
Tools & statutory expenses) :
(Exclusive of GST)

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm/ Proprietary concern will be blacklisted and will not have any dealing with the Department in future.

(Signature of the Authorized Signatory with date)