



INCOME TAX DEPARTMENT

आयकरभवन

ആദായനികുതിവകുപ്പ്

OFFICE OF THE ASSISTANT DIRECTOR OF INCOME TAX (INVESTIGATION) THRISSUR,

आयकरसहायकनिदेशक (अन्वेषण) कार्यालय, त्रिशूर

ആദായനികുതിഅസിസ്റ്റന്റ് ഡയറക്ടറുടെ (അന്വേഷണം) ഓഫീസ്, തൃശ്ശൂർ

AAYAKAR BHAVAN, SAKTHAN TAMPURAN NAGAR, THRISSUR-680001

आयकरभवन, शक्तनतम्पुरानगर, त्रिशूर-६८०००१

ആയക്കാർഭവൻ, ശക്തൻതമ്പുരാനഗർ, തൃശ്ശൂർ-680001

Telephone: 0487-2973744

E-mail: thrissur.ddit.inv@incometax.gov.in

No.2/ADIT(Inv)/TCR/Estt/2025-26

Dated: 19/12/2025

To
Assistant Director of Income Tax (Systems)
Kochi

Sub: Uploading of calling of quotations for renovation of O/o ADIT(Inv)
Thrissur office in Kerala Income Tax Official website-Reg.

Sir,

I hereby forward the data to be uploaded in Income Tax Kerala Website for
calling quotations for renovation of ITI room in O/o ADIT(Inv) Thrissur office.

(Handwritten signature and date)
19/12/25

ARJUN K I.R.S

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Assistant Director of Income Tax (Investigation), Thrissur

सहायक आयकरनिदेशक (अन्वेषण), त्रिशूर

ആദായനികുതിഅസിസ്റ്റന്റ് ഡയറക്ടർ (അന്വേഷണം), തൃശ്ശൂർ

Copy to:

- 1) The Principal Director of Income tax (Inv), Kochi (through proper channel)
- 2) ITO (HQ), O/o PCIT(AU-1) Thrissur (through Tapal)



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NOTICE INVITING QUOTATIONS

Office of Asst. Director of Income Tax (Inv.), Thrissur intends to do interior renovation works. The interested parties may submit the quotations to the The Assistant Director of Income Tax, Aayakar Bhavan, 2nd Floor, Sakthan Thampuran Nagar, Thrissur 680001. The works to be done are mentioned in the details enclosed. For more details contact O/o ADIT(Inv) Thrissur, ST Nagar, PIN 680001 in person.

Terms and Conditions

- 1) The work should be completed before 28th February 2026
- 2) The company/ firm should be preferably have an office in Thrissur District itself
- 3) The design and plan should be prepared by an architect with atleast 5 years of experience in a reputed firm
- 4) Quotations along with estimate shall be delivered at the ADIT(Inv) Thrissur office in sealed cover within 7 days of uploading the notice in Income Tax Kerala website.

Encl: Details of works to be done

ARJUN K.I.R.S
अर्जुनके.भा.रा.से
അർജുൻകെ.ഐ.ആർ.എസ്
Assistant Director of Income Tax (Investigation), Thrissur
सहायक आयकरनिदेशक (अन्वेषण), त्रिशूर

ആദായനികുതിഅസിസ്റ്റന്റ് ഡയറക്ടർ (അന്വേഷണം), തൃശ്ശൂർ

QUALIFYING BID DOCUMENT

1. Name of the concern :
2. Address of the concern :
3. Name and Address of the Partners/directors :
(with Mob No.)
4. Contact Persons(S) (with Mob No) :
5. No of years of experience in this field :
6. A brief note on the work contracts :
carried out by the concern in the last
three years
7. Permanent Account Number (attach copy) :
8. GST certificate (attach copy) :
9. Undertaking that the firms/agency agrees with :
terms and conditions of that tender document
10. Undertaking that the firms/agency is not :
declared Blacklisted or Penalised by any
Govt. authority

DECLARATION

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

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the concern/Agency :
2. Address of the concern/Agency :
(With Telephone no, Fax & email)
3. Name and Address of the Partners/directors(with Mob Nos) :
4. Contact persons(s) (with Mob No) :
5. Bidding amount per month (excluding GST) :

DECLARATION

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

I also certify that there is no pending payments including Services Tax/ GST with any Govt. Deptt./PSUs/LSGs till date and the bid submitted complies with Minimum Wages Act.

(Signature of Authorised Signatory with date)



SCOPE OF WORK

1)

No	Description	Unit
A	Civil work	
1	INVESTIGATION ROOM PARTITION	
2	DOOR	Cum
3	REFLECTIVE GLASS FOR INVESTIGATION ROOM	Sqm
4	PARTITION	Sqm
5	DOOR FRAME WITH DOOR FRAME	
6	NICHE	
7	INTERIOR WORKS	
8	DESIGNATION BOARDS	
9	BOARD OF ROLLS	

2)

No	Description	Unit
A	Civil work	
1	ELECTRICAL WORKS	
2	WOODEN FLOOR	

3)

No	Description	Unit
A	Civil work	
1	SLIDING WINDOW	
2	BLINDS	
3	DEMOLISHING CHARGES PUTTI WITH PAINTING	
4	PLANTS, POTS, PLANTING MEDIA AND SETTING	
5	METAL PLANTER STAND WORK	
6	CEILING	

4)

No	Description	Unit
A	FURNITURE AND FIXTURES	
1	INVESTIGATION TABLE	
2	INSPECTOR CHAIR	
3	CHAIR	
4	ASSESSEE CHAIR	
5	WARDROBE	

6	LOUI ACCENT CHAIR	
7	FENZA CENTER TABLE	
8	MISCELLNEOUS WORKS	

5)

No	Description	Unit
A	Furniture and Fixtures	
1	CABIN 1 FURNITURE & FIXTURE	
2	CABIN 1 FURNITURE & FIXTURE	
3	CABIN 1 FURNITURE & FIXTURE	
4	CABIN 1 FURNITURE & FIXTURE	
5	TABLE	
6	INTERIOR FURNISHINGS	

TENDERING PROCESS

- 1) The bidder shall be allowed a site visit to inspect the volume of work at any time within the Office hours (9 :00 AM to 5:30 PM), prior to submission of bids.
- 2) Tender is invited in two parts, i.e. (1) Qualifying bid and (2) Financial bid. The tender form for qualifying bid in the proforma prescribed in Annexure - I and the tender form for the financial bid in the proforma in Annexure - II complete in all respects shall be put in two separate sealed covers. The two covers are to be put in another single cover sealed and submitted to the office of the Assistant Director of Income Tax (Investigation) Thrissur. The inner sealed covers may be super scribed "Qualifying Bid - Contract for renovation of ADIT(Inv) room" & "Financial Bid - Contract for renovation of ADIT(Inv) room" respectively. The outer cover shall be super scribed "Tender for renovation of ADIT(Inv) room" and it should be addressed to the Assistant Director of Income Tax(Investigation), 2nd Floor, Aayakar Bhavan, Thrissur- 680001.
- 3) The bidder shall sign and stamp each page of this tender document as token of having read and understood the terms and conditions contained herein and submitted during office hours on all working days on or before 26TH DEC 2025 till 5.00 P.M. The tender forms shall be rejected if it is not complete in any aspect. Late submission of tenders shall not be accepted.
- 4) The tenders shall be opened by the Committee constituted for this purpose at a later date (to be intimated separately) at O/o the Assistant Director of Income Tax(Investigation), Aayakar Bhavan, Sakthan Thampuran Nagar, Thrissur in the presence of the bidders who wish to be present.
- 5) The Competent Authority reserve right to cancel or accept any or all the Tenders without assigning any reason. The valid qualifying bids shall be scrutinized by the Department to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders shall be opened.
- 6) The successful bidder of the contract has to submit a Performance Security by way of Bank Guarantee receipt in favour of the Assistant Director of Income Tax (Investigation), Thrissur and equal to 3% of the bid amount (inclusive of taxes) rounded to nearest multiple of Rs.1000 (Rupees One thousand only) within three working days from the day of awarding the contract.
- 7) Price quoted should be inclusive of all taxes, fees, charges etc. and nothing above the quoted price shall be paid under any circumstances. Price quoted shall be final and no escalation / revision shall be allowed.

INSTRUCTIONS TO BIDDERS

- 1) The supplier cum contractor should have at least 3 years experience of similar work and they should submit at least one work order as proof. The applicant tenderer should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the Central or State Government, Semi Government or Local Body Agencies. An undertaking to this effect shall be submitted.
- 2) Participation in the tender process does not by itself give the bidder any commitment from the Department. The Department will not be liable for any damage / loss caused to the bidder during the tendering process and before signing of the contract. The Department reserves the right to reject any / all offers without assigning any reason. All disputes lie within the jurisdiction of Thrissur.
- 3) Registration certificate issued by State or Central Government as Contractor, if available should be submitted. The supplier should also have PAN and GST registration and should submit copies thereof.
- 4) Successful bidder should commence work within five days of awarding of bid. The successful bidder should also complete the proposed work before 28th February 2026, failing which the bidder is liable to be penalised.
- 5) Successful bidder shall be required to submit the bill after completion of work, only after which, payments will be made. No payment will be made in advance. Mandate form or copy of cancelled cheque should be submitted since payment will be made through RTGS / NEFT transfer.
- 6) Materials used in the work should be of best quality and bear standard specification marks as specified by statutory authorities. Sub-standard materials will be rejected.
- 7) The department reserves the right to cancel or modify the terms of this notice at any time without assigning reasons.