



Government of India

Office of the Principal Commissioner of Income Tax

1st Floor, Annexue Building, Aaykar Bhavan, Veerabhadrapuram,
Rajahmundry – 533 105

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F.No. House Keeping/Pr.CIT/RJY/2015-16

Dated: 08-01-2016

TENDER NOTICE

Sealed tenders are invited from reputed / registered House Keeping Service Agencies under two-bid system for providing HOUSE KEEPING SERVICES on contract basis. The tender document should be submitted in sealed covers to the Income Tax Officer (Hqrs.II), O/o. Principal Commissioner of Income Tax, 1st Floor, Annexe Building, Aayakar Bhavan, Veerabhadrapuram, Rajahmundry – 533 105 on or before 28-01-2016. The details regarding the nature of house keeping services to be undertaken, terms and conditions and other documents can be obtained from the Income Tax Officer (Hqrs.II), O/o. Pr. Commissioner of Incometax, Rajahmundry during the office hours on any of the working days.

The details can also be accessed on Departmental Website – www.incometaxindia.gov.in.

Sd/
Income Tax Officer (H.Qrs.)-II
O/o. Pr. Commissioner of Income Tax
Rajahmundry.



**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX
AYAKAR BHAVAN, NEAR KAMBALA TANK,
VEERABHADRAPURAM, RAJAHMUNDRY – 533 105.
Phone : 0883 - 2473612, Fax : 0883-2437681.
e. mail : cit.rajahmundry@incometax.gov.in**

Invitation of tenders for Housekeeping on short – term basis for three months

1. The Principal Commissioner of Income – Tax, Rajahmundry invites sealed tenders from reputed agencies / service provider for providing house keeping activities in Income – Tax Department Buildings namely Ayakar Bhavan and its Annex Building located at Veerabhadrapuram, Near Kambala Tank, Rajahmundry and Income Tax Employees Residential Quarters premises located Opp. to Lolugu Towers and besides Lolugu Towers, Near Kambala Tank, Veerabhadrapuram, Rajahmundry.
2. The tender should be submitted through two bids system i.e. Technical bid and Financial bid. Technical and Financial bids should be sealed separately and addressed to the Principal Commissioner of Income Tax, Opp. to Lolugu Towers and besides Lolugu Towers, Near Kambala Tank, Veerabhadrapuram, Rajahmundry or may be submitted to Income Tax Officer (H.Qrs.)-I, O/o. Principal Commissioner of Income Tax, Room No.A-110, 1st floor, Ayakar Bhavn Annex Building, Near Kambala Tank, Veerabhadrapuram, Rajahmundry on or before 28.01.2016 by 4.00 PM.
3. Sealed Tenders will be opened in the Office Chamber of the Principal Commissioner of Income Tax, Room No.A-102, 1st floor, Ayakar Bhavn Annex Building, Near Kambala Tank, Veerabhadrapuram, Rajahmundry in the presence of such bidders who may like to be present on 28.01.2016.
4. Scope of work on daily basis (All the cleaning work should be done with mechanized equipment).

(A) Toilets :

- i) Cleaning of toilets and application of aromatic disinfectant three times a day. The last such wash shall be at 3:00 PM.
- ii) Removal of solid waste / garbage etc., from toilets and dump the same at given place. Cleaning of waste bins, wash basin, mirrors etc.

(B) Common Areas :

- i) Sweeping and mopping of all floor areas including staircases within the buildings with aromatic liquid disinfectant.
- ii) Sweeping of parking area and area open to sky within the boundary of the buildings / premises.
- iii) Waste from waste bins, dry leaves, garbage etc. should be collected and dumped into the Municipality Dustbins outside the premises. The waste should be collected in three different forms : (i) solid waste; (ii) wet waste; and (iii) dry waste.
- iv) Dusting and vacuum cleaning of chairs, tables, sofas and other furniture, windows, fans, lights etc. in the premises.
- v) Dusting and cleaning of all rooms (including toilets) of Guest Houses located in the premises.
- vi) Two-wheeler and Four-wheeler parking garages located in Office premises and residential quarters should be cleaned once in two weeks.
- vii) Watering of plants should be done daily; unnecessary plants and grass should be removed daily. Plants and trees should be trimmed periodically. All drainages located in the premises should be cleaned regularly.
- viii) Terraces of both the Office buildings and all residential quarters should be cleaned periodically.

TERMS AND CONDITIONS :

1. The bidder shall quote consolidated charges per month for the house keeping work in respect of all buildings / premises mentioned above. A visit to all above mentioned buildings / premises will also be arranged at 3 PM on 20.01.2016 on request.
2. The bidder should be registered in India and providing house keeping services as mentioned in scope of work.
3. Bidders should submit Rs. 15,000/- as EMD (refundable to unsuccessful bidder) and bid application fee (non-refundable) is Rs. 500/- in the form of Demand Draft in the name of “ZAO, CBDT, Visakhapatnam”.
4. The bidder should have experience in performing House Keeping activities for at least 3 years, and should be engaged in such house – keeping works in atleast two esteemed / reputed organizations as on the date of filing of tender. The bidder applicant should furnish necessary copies of the work orders along with the tender application evidencing allotment of such house-keeping work by the said organizations. The bidder is also to furnish the I.T. Return copies for the last 3 years along with balance sheet & P & L Account.

5. Sweeping / Cleaning / Mopping etc. should start by 7 am daily (Monday to Saturday) so as to make the building and the premises clean and neat by 9 am.
6. The agency / service provider should ensure that sufficient consumable of standard quality are used. No cleaning equipment / material / consumables would be supplied by the Income Tax Department.
7. The agency / service provider should employ not less than 6 workers (excluding one Supervisor) for the above works.
8. The antecedents of all workers and the supervisor deployed for the above purpose should be thoroughly verified through the Police and the original copy of the verification certificate should be submitted.
9. All the Workers and the Supervisor should be given Uniforms, Identity Cards and certified copies of their Aadhar Cards/Ration Cards/Voter ID Cards should be submitted to the Department.
10. The agency / service provider is responsible for any damage caused by its workers.
11. The workers deployed by the agency / service provider shall be workers of the agency / service provider for all purposes and the department shall have no relation / responsibility in respect of workers on any matter.
12. The workers of the agency / service provider deployed shall be displaying a photo identity card issued by the Agency / service provider and should wear the prescribed uniform as may be finalized at the time of execution of Agreement.
13. The workers of the agency / service provider should be well behaved and courteous towards the employees of the Department and visitors to the building.
14. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income – Tax Act, 1961.
15. The tender notice, bid documents, application etc. can be downloaded from www.incometaxindia.gov.in or can be obtained from Tax Officer (H.Qrs.)-I, O/o. Principal Commissioner of Income Tax, Room No.A-110, Ist floor, Ayakar Bhavn Annex Building, Near Kambala Tank, Veerabhadrapuram, Rajahmundry between 10 AM to 5:30 PM from Monday to Friday.
16. The successful bidder should comply with all statutory obligations.
17. The bidders should submit all forms annexed herewith from Annexure 1 to 7.
18. Successful bidder should start providing house keeping facility / services at all buildings mentioned above within 1 day from the date of bid agreement.
19. The period of house keeping service is extendable upto 12 month by the Principal Commissioner of Income Tax , Rajahmundry, if the services rendered are satisfactory.

20. The Principal Commissioner of Income Tax, Rajahmundry, may consider relaxation of any of the norms mentioned above if the bidders have exemplary previous record on quality of service from the three existing customers of it. This is subject to actual verification of credentials.
21. The Principal Commissioner of Income Tax, Rajahmundry has all powers to cancel the tender process at any point of time without assigning any reason.

BID SUBMISSION PROFORMA

Tender for _____

To

The Principal Commissioner of Income Tax,
Rajahmundry.

Dear Sir,

1. I/We hereby offer to supply the services detailed in tender notice or such portion thereof as you specify in the Acceptance of Tender.
2. I/We have understood and complied with the “Terms and Conditions” for providing services and have thoroughly examined the said conditions and / or pattern and am / are fully aware of the nature of the service required and my / our offer is to provide services strictly in accordance with the requirements.
3. Bid submission Agreement as per proforma at Annexure – 2 has been duly signed and submitted herewith.
4. The following pages have been added to and form part of this tender (If needed to be filled and added).

Yours faithfully,

Signature of Bidder

Address

Dated

Signature of Witness

Address

Dated

Note : This form should be returned along with offer duly signed.

BID SUBMISSION AGREEMENT

No. _____

Dated : _____

To

The Principal Commissioner of Income Tax,
Rajahmundry.

Sub : Purchase of Bidding Documents

Ref : Tender No. _____

The Office of the Principal Commissioner of Income Tax, Rajahmundry and the Bidder agree that the Notice Inviting Tenders (NIT) is an offer made on the condition that the Bid would be kept open in its original form without variation or modification for a period of (state the number of days from the last date for the receipt of tenders stated in the NIT) days AND THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT. They further agree that the contract consisting of the above conditions of NIT as the offer and the submission of Bid as the Acceptance shall be separate and distinct from the contract which will come into existence when bid is finally accepted by the Office of the Principal Commissioner of Income Tax, Rajahmundry. The consideration for this separate initial contract preceding the main contract is that the office of the Principal Commissioner of Income Tax, Rajahmundry is not agreeable to sell the NIT to the tenderer and to consider the bid to be made except on the condition that the bid shall be kept open for (so many) days after the last date fixed for the receipt of the bids and the Bidder desires to make a bid on this condition and after entering into this separate initial contract with the office of the Principal Commissioner of Income Tax, Rajahmundry promises to consider the bid on this condition and agrees to keep the bid open for the required period. These reciprocal promises form the consideration for this separate initial contract between the parties.

If Bidder fails to honour the above terms and conditions, the Principal Commissioner of Income Tax, Rajahmundry shall have unqualified, absolute and unfettered right to encash / forfeit the bid security submitted in this behalf.

Authorized Signatory

Authorized Signatory

(Bidder)

(Income Tax Department)

(One copy of this agreement duly signed must be returned along with offer)

**PROFORMA OF AUTHORISATION FOR ATTENDING BID MEETING
AND TENDER OPENING**

To
The Principal Commissioner of Income Tax,
Rajahmundry.

Sub : Authorisation for attending bid opening on _____ (Date) in
the tender of "Housekeeping for Income Tax Office at
Rajahmundry".

Following persons are hereby authorized to attend the bid opening for the
tender mentioned above on behalf of _____ (Bidder) in
order of preference given below :

Order of Preference	Name	Specimen Signature
I		
II		

Alternative Representative

Signature and Seal of the Bidder

Or Person(s) authorized to sign the bid Documents on behalf of the bidder.

Note :

1. Maximum of two representatives will be permitted to attend bid opening.
In cases where it is restricted to one, first preference will be allowed.
Alternate representative will be permitted when regular representatives
are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in
case authorization as prescribed above is not received.

**FORMAT OF AFFIDAVIT TO TAKE FULL RESPONSIBILITY FOR
LAPSES OF EMPLOYEES OF THE SERVICE PROVIDER**

I the undersigned hereby state that labourers / employees working (As per list enclosed) for M/s. _____ in the Income Tax Office(s) / buildings / premise(s) at Hyderabad Contract No. _____ are free from all adverse antecedents. In the event of any unusual or illegal or unacceptable act / incidents / accidents caused by the labourers / employees working for M/s. _____

I take full responsibility for the lapses and misconduct on the part of labourers / employees engaged by me.

Place :

Signature of Bidder

Date :

Name :

FORMAT OF TENDER COMPLIANCE REPORT

To
The Principal Commissioner of Income Tax,
Rajahmundry.

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Sub : Regarding tender for providing "House keeping for Income Tax Department at Rajahmundry.

Dear Sir,

I have gone through the complete terms and conditions of the Tender for providing House-keeping for Income Tax Department at Rajahmundry.

Place :

Signature of Bidder

Date :

Name :

FORMATION FOR TECHNICAL BID

The Technical Bid should be as given below and should be supported by the documents indicated in the said Annexure. The Demand Draft / Banker's Cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical Bid'.

1.	Name and address of the Bidder	
2.	Telephone No. / Fax No./ Mobile No.	
3.	Website /e-mail address	
4.	Permanent Account No. (PAN) (Enclose copy)	
5.	Date of registration of the concern (provide the proof of the same)	
6.	Details of Demand Draft / Banker's Cheque in Respect of EMD	
7.	Proof of Housekeeping service rendered as per para 4 of terms and conditions of the bid document	
8.	List of Clients and required certificate satisfying the conditions outlined as per para - 4 of terms and conditions of the bid document	
9.	Certified financial statements and IT returns as required by para 4 of terms and conditions of the bid document.	

Machine deployment

The following machineries (Brand Name & Model) proposed to be deployed by the Services provider for conducting the House Keeping Services.

Sl. No.	Machines to be used	Equipment Make & Brand	No. of Unit proposed to be used

House keeping consumables (Monthly requirement)

The materials proposed to be used.

Sl. No.	Description (Places where it is used)	Make and Brand	Quantity requirement for One Month

Place :

Signature of Bidder

Date :

Name

FORMAT FOR FINANCIAL BID

1. Quote for Integrated House Keeping Facility and Management Services as discussed in Tender document.

Sl. No.	Particulars	Amount in Rs. Rate per month

(Total Amount in words, Rupees _____)

2. House Keeping Consumables (Monthly Requirements)

Sl. No.	Particulars	Amount in Rs. Rate per month
1.	Charges for House Keeping consumables (List of consumables, quantity proposed to be used and rate of each consumables)	

(Total Amount in words, Rupees _____)

- 3. Grand Total / Gross Amount (per month) :**

Sl. No.	Particulars	Amount in Rs. Rate per month
1.	Quote for Integrated House Keeping Facility and Management Services as mentioned in (1) above.	
2.	House Keeping Consumables as mentioned in (2) above	
3.	Taxes cess etc.	
4.	Grand Total	

(Total Amount in words, Rupees _____)

Place :

Signature of Bidder

Date :