



**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH AND TELANGANA, 10-2-3, A.C. GUARDS,
I.T. TOWERS, HYDERABAD – 500 004
Phone: 040-23425482, Fax: 040-23236778**

Invitation of tenders for House keeping on short-term basis for three months

The Pr. Chief Commissioner of Income-tax, Hyderabad (AP & Telangana Region) invites sealed tenders from reputed agencies/service provider for providing house keeping activities in Income-tax Department Buildings namely I T Towers (located at A C Guards), Aayakar Bhavan located at Basheerbagh, Posnett Bhavan at Tilak Road, Olympic Bhavan at Basheer Bagh, Buildings located at Road No.10 and 12 in Banjra Hills, in Hyderabad.

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 Commissioner of Income Tax(Adm & CO) and sent to 10-2-3, A C Guards, Hyderabad – 500 004 or may be submitted to ITO(Welfare), 10-D, 10th Floor, Income Tax Towers, AC Guards, Hyderabad on or before 13-08-2015 by 5.00 PM.

3. Sealed Tenders will be opened in the Conference Hall at 10th Floor, A-Block, I.T. Towers, AC Guards, Masab Tank, Hyderabad in the presence of such bidders who may like to be present on 14-08-2015 at 11.30 AM.

4. Scope of work on daily basis (All the cleaning work should be done with mechanised equipment):

(A) Toilets

- i. Cleaning of toilets and application of aromatic disinfectant three times a day. The last such wash shall be at 4:00P.M.
- ii. Removal of solid waste/garbage etc., from toilets and dump the same at given place. Cleaning of waste bins, washbasin, 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 at given place.
- iv. Dusting and vacuum cleaning of chairs, tables, sofas and other furniture.

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 07.08.2015 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.50,000/- 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, Hyderabad".

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 date of filing of tender. The bidder applicant should furnish necessary copies of the work orders alongwith 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 is responsible for any damage caused by its workers.
8. 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.
9. 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.
10. The workers of the agency/service provider should be well behaved and courteous towards the employees of the Department and visitors to the building.
11. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income-tax Act, 1961.
12. The tender notice, bid documents, application etc. can be downloaded from www.incometaxhyderabad.org or can be obtained from Income Tax Officer (Welfare)(Hq), O/o Pr. CCIT, AP & TS, 10th Floor, D-Block, IT Towers, AC Guards, Masab Tank, Hyderabad between 10 AM to 5.30 PM from Monday to Friday.
13. The successful bidder should comply with all statutory obligations.
14. The bidders should submit all forms annexed herewith from Annexure -1 to 7.
15. Successful bidder should start providing house keeping facility /services at all buildings mentioned above within 1 day from the date of bid agreement.
16. The period of house keeping service is extendable upto 12 month by the Commissioner of Income tax(Adm & CO) if the services rendered are satisfactory.
17. The Commissioner of Income-tax (Admn & CO), AP & TS 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.
17. The Commissioner of Income-tax (Admn & CO), AP & TS has all powers to cancel the tender process at any point of time without assigning any reason.

Sd/-
(M. Ravindra Sai)
Commissioner of Income-tax(Admn & CO)
Andhra Pradesh and Telangana

BID SUBMISSION PROFORMA

Tender for _____

To
The Commissioner of Income Tax(Adm & CO),
Hyderabad.

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 alongwith offer duly signed.

BID SUBMISSION AGREEMENT

No. _____

Dated: _____

To
The Commissioner of Income Tax(Adm & CO),
Hyderabad.

Sub: Purchase of Bidding Documents**Ref: Tender No. _____**

The Office of the Principal Chief Commissioner of Income Tax, Hyderabad 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 Chief Commissioner of Income Tax Hyderabad. The consideration for this separate initial contract preceding the main contract is that the office of the Principal Chief Commissioner of Income Tax, Hyderabad 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 Chief Commissioner of Income Tax, Hyderabad 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 Commissioner of Income Tax (Adm & CO), Hyderabad shall have unqualified, absolute and unfettered right to encash/forfeit the bid security submitted in this behalf.

Authorized Signatory

Authorized Signatory

**(BIDDER)
Hyderabad)****(Income Tax Department),**

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

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

To
The Commissioner of Income Tax(Adm & CO),
Hyderabad.

Sub: Authorisation for attending bid opening on ----(Date) in the tender of
“Housekeeping for Income Tax Office at Hyderabad”

Following persons are hereby authorised 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) authorised 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 AFIDAVIT 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)/building(s)/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 Commissioner of Income Tax(Adm & CO),
Hyderabad.

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

Dear Sir,

I have gone through the complete terms and condition of the Tender
for Providing House-keeping for Income Tax Department at
Hyderabad.

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' 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

Housekeeping 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

Sl. No.	Description	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: