



Govt. of India  
Office of the PRINCIPAL Commissioner of Income-Tax,  
47-C.H.Area, Jamshedpur. Jharkhand.  
Phone No.(0657) 2230328, FAX-0657-2233234/2231462

### **NOTICE INVITING TENDER**

The Income Tax Department, Jamshedpur, invites sealed offers from reputed and experienced agencies for the House Keeping work such as Upkeep, Maintenance and Cleaning of four office premises at Jamshedpur. Tender forms along with terms and conditions can be obtained from the Office of ITO, Hqrs.(Admn.), 47,C.H. Area, Jamshedpur (Phone No.0657-2230328) **on any working day from 09.09.2015 to 16.09.2015 between 10.00 A.M. to 2.00 P.M** on payment of **Rs.1000/- (Rs. one thousand only) (NON-REFUNDABLE)** by Reputed agencies and filled in tender forms should be furnished along with **Demand Draft of SBI, payable at Ranchi drawn in favour of the ZAO, C.B.D.T., Ranchi.** The tender form can also be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and the **last date** for receipt of filled in tender form is by **3.00 PM on 16/09/2015** to be opened on the same **date at 04.00 PM.** The tender with the downloaded form must also accompany a separate **D.D. of Rs.1000/- in favour of the Z.A.O., C.B.D.T., Ranchi.**

The Income Tax Department, Jamshedpur reserves the right to cancel or/ and postpone the tender or reject any bid without assigning any reason.

F.No.PCIT/JSR/Cleaning/Tender/2015-16/  
Dated, JSR, 8<sup>th</sup> Sept., 2015.

(Jeetan Ram)  
Income-tax Officer, Hqrs.(Admn.)  
For: Pr. Commissioner of Income-tax, Jamshedpur.

**Government of India**  
**Office of the Principal Commissioner of Income-tax**  
**47, C H Area, Jamshedpur-831001**

**PART –'A' : SCOPE OF WORK**

There are four office premises of Income-Tax Department, Jamshedpur located at :- (i) 47, Circuit House Area, Jamshedpur, (ii) 2, Bagmati Road, Bistupur, Jamshedpur (iii) 4, Fhalgu Road, Bistupur and (iv) 1, Office Road, Bistupur, Jamshedpur (excluding the building occupied by Investigation Wing and Central Circle). A physical inspection of these buildings and surroundings may be done by the prospective bidders by contacting the ITO, Hqrs. (Admn.) at any time **between 3.00 P.M. to 5.00 P.m.** from **10.09.2015 to 14.09.2015.**

2. The annual cleaning contract will cover the daily cleaning, sweeping, and swabbing/mopping of the buildings and their surroundings. The work includes every day cleaning, sweeping, swabbing, dusting of the floors, furniture and fittings, toilets, etc. in all the four buildings. The office chambers, general seating, common areas, visitors seating areas have to be cleaned. In short, it will be the total responsibility of the executing agency to keep the office in a spic and span condition. The illustrative list of operations is as under: -

- i. Cleaning of all furniture and fixtures, including chair and sofa sets.
- ii. Telephones.
- iii. Window sills, vertical blinds/curtains, pots and planters.
- iv. Doors Tops and edges, dusting of the door mats.
- v. Emptying of the dust bins and collecting all the waste and disposal of the same in the disposal VAT of JUSCO nearest to the building premises.
- vi. Cleaning of the almirah from all sides and space below it.
- vii. Computer screens and dusting of the CPU.
- viii. Window panes with liquid cleaners and dusters.
- ix. Removing stains caused by tobacco leaves or other stain.
- x. Cleaning staircases, including rider, tread and landings.
- xi. Cleaning the area outside the buildings including the lawns.
- xii. Cleaning the terrace/rooftop.
- xiii. Cleaning of the carpets etc. in the office chamber with vacuum machines and the carpets shall be spot shampooed once in a month.
- xiv. All the **toilets** in the building campus, whether common or attached with the chambers, will be washed every day. The pots, urinals, wash basins and other sanitary ceramic fittings will be cleaned with disinfectants and naphthalene balls will be put in the urinals. The water supply fittings, bib cocks, stop cocks etc. will be wiped clean and polished. The floor of all

the toilets has to be cleaned using oxalic acid once a month to remove the stains. **The cleaning operations in the common toilets will be done at least twice a day and in attached toilets to office chambers once a day.**

3. The daily cleaning process has to be initiated in such a manner that the office premises should be 'in ready to sit' condition before the office timings. The cleaning process has to be initiated in a manner so that the Officers and Staff of the Department do not have to wait for the cleaning of their respective areas.
4. All the supervisory and cleaning staff employed by the executing agency shall be **properly dressed in a uniform displaying the employees name and the contracting firm's name.**
5. The contractor has to bear the cost of all consumable items like, Phenyl, brooms, Swabbing Cloth, floor cutting and cleaning machines, Naphthalene balls, oxalic acid, liquid soap in toilets, etc as & when required. Apart from these, the manual cleaning tools and tackles like, brooms, mops, duster sticks for the use of machines which have the sweeping, moping and suction action should also be supplied by the contractor.

## **PART 'B' : INSTRUCTIONS TO BIDDERS**

1. The Income Tax Department, Jamshedpur ("the Department") invites sealed tenders from reputed agencies able to supply of manpower for the purpose of Upkeep, Maintenance and Cleaning of four office premises at Jamshedpur.
2. Tender documents containing terms and conditions for Technical and Financial Bids may be obtained from the Income-tax Officer, Hqrs. (Admn.), 47, C.H. Area, Jamshedpur (0657-2230328) on payment of non-refundable tender fee of Rs.1000/- by Demand Draft of S.B.I. payable at Ranchi drawn in favour of the "ZAO, C.B.D.T., Ranchi" on any working day **between 10.00 A.M. to 2.00 P.M.** The tender form can also be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). For the downloaded tender forms, the Demand Draft of Rs. 1000/- as above should be enclosed with the bid documents in a separate envelope.
3. The bidders should drop/submit their bids in the tender box kept in the office chamber of the Income-tax Officer, Hqrs. (Admn.), 47, C.H. Area, Jamshedpur by the stipulated time and date. No acknowledgement in receipt of the bid shall be issued.
4. The last date for receipt of filled in tender form is by **03.00 PM on 16.09.2015** to be opened on the **same date at 04.00 P.M.**
5. Initially only the Technical Bid will be opened. The Financial Bid of short-listed bidders will be opened on the date and time to be announced during the opening of the Technical Bid. For the opening of the bids, only one authorized representative on behalf of the bidder will be allowed to be present. However, the opening of bids will take place even if the bidder or his authorized representatives choose to be not present at the designated time and place. The bids will be opened in the office chamber of the ITO, (Hqrs.) (Admn.), 47, Circuit House Area, (1<sup>st</sup> floor) Jamshedpur.
6. Earnest Money Deposit (EMD) of Rs.5,000/- must be paid in favour of "ZAO, C.B.D.T., Ranchi", along with Tender Document and the bid will not be considered without the same. The EMD will be forfeited in case the bidder withdraws during the tender selection process. These will be returned, without interest, to all bidders within 10 days of the opening of the Technical Bid. The EMD of the successful bidder will, however, be returned after he deposits the Performance Bank Guarantee.
7. The Technical and Financial Bids, strictly in prescribed format in

annexure-1 & 2 of the Tender Document should be submitted in two, **separate sealed** envelopes marked “**Technical Bid for Cleaning**”, “**Financial Bid for Cleaning**” respectively. Draft for Tender Fee and Earnest Money may be submitted in a **separate envelope marked “Demand Drafts”**. **All the three envelopes** should be kept in one single sealed envelope marked “Tender For Sanitation Services” and addressed to “Income-tax Officer, Hqrs. (Admn.), 47, C.H. Area, Jamshedpur-831001”. All the envelopes, including the cover envelope, should have the name of the bidder and full address for correspondence and the mobile number of the authorized person. **If the technical and financial bids are kept in the same envelope, the bid will be rejected forthwith. If the financial bid is revealed in any manner prior to the opening (if required) of the financial bid envelope, the bid will be disqualified.**

8. All bidders must necessarily be currently registered with the Service Tax Authorities, under the ESI & EPF Act and must possess valid income tax Permanent Account Number. Evidence of these must be submitted with the Technical Bid.
9. The bidders should have valid license/registration/permits providing such services in the State of Jharkhand from the Competent Authority under any law in force. An attested copy of the same should be enclosed with the technical bid document. Any License required as per the Contract Labour (R&A) Act, 1970, should be obtained for the contract work and deposited with the Department within 15 days of award of contract.
10. The bidder should be presently executing a contract for providing similar services to at least **one** reputed organization such as PSUs, government departments or private companies. The name, address and contact number of the organization where the said sanitation services were provided should be enclosed with the technical bid document along with a current ‘Satisfactory Performance Certificate’ on the letter head of the organizations. Copies of the certificate should be enclosed with the technical bid document.
11. The bidder should enclose self-certified photocopies of the following documents with their Technical Bids :
  - (i) Service Tax Registration Certificate
  - (ii) EPF and ESI certificate

(iii) Income-tax Permanent Account No. (P.A.N.)

For ensuring adherence to statutory requirements in future, these terms & conditions is liable to be suitably amended in this respect.

12. Furnishing of false, misleading, inaccurate information in the bid document shall lead to the disqualification of the bid at any stage or time. It shall also lead to termination of contract if awarded and blacklisting in future.
13. No overwriting and cutting or erasures is permitted in the Financial Bid. Any cutting, overwriting in the Technical Bid should be counter-signed by the authorized person signing the bid document.
14. The bidder must have at least one permanent office in Jamshedpur at all times during the contract period and the details of the said office will be enclosed in the technical bid document.
15. The tender applicant should sign and stamp each page of this tender document as a token of having read, understood and unconditionally agreed to the terms and conditions contained herein and submit the same along with the bid.
16. Wherever, the rates are to be quoted it should be written in figures and words as well. If there is a doubt, the bid price in words will be considered.
17. The Department will not be responsible for postal delays in the submission of bids.
18. No post-bid negotiation will be undertaken with any bidder except the lowest evaluated bidder if required under unavoidable circumstances.
19. The Financial Bid is inclusive of all expenses to the bidder, all charges, duties, levies, fee, taxes for all four office buildings but will be exclusive of Service Tax.

## **PART – 'B' : TERMS AND CONDITIONS OF CONTRACT**

1. The agency will have to commence its work within 10 days of signing of the contract.
2. The bill for service charges as per the contract shall be presented by the seventh day of the following month to be paid during the said month by an account payee cheque in favour of the contractor. In addition to the bid amount, the payment of Service Tax will also be reimbursed by the Department. In unavoidable circumstances the payment may be delayed by authority and no interest or any other payment will be admissible. TDS will be made at applicable rates. No advance payment will be made. No cash payments will be made under any circumstances. The contractor must have a bank account. The following documents will have to be enclosed with the monthly bill :
  - (i) Proof of payment of Service Tax.**
  - (ii) Proof of ESI and EPF contribution effected by way of challans.**
  - (iii) Copy of the bank statement showing the payment to the deployed personnel through their bank accounts. (The contractor will not make the monthly payment to the deployed personnel in cash or by any other mode.)**
3. Either party shall have option for termination of the contract. The Department can do so with one month notice in writing and the contractor will have to give notice in writing six weeks prior to the proposed termination.
4. There will be no extra charges for conveyance, food, medical and any such requirement of the deployed personnel. These will be the responsibility of the contractor and the Department shall have no liability in this regard. The contractor will be responsible solely for the redressal of grievances and resolution of disputes relating to the personnel deployed.
5. All disputes will be settled mutually and in case of any differences the matters will be settled in the jurisdiction of the Hon'ble High Court of Jharkhand.
6. The deployed personnel should bear a good moral character.

7. They should also display their identity cards at all time while on duty.
8. The contractor shall communicate the name, parentage, residential address, age, photograph, proof of identity, proof of address of the deployed personnel and communicate the same to the Department within 10 days of the award of contract.
9. Further, the contractor will be solely liable for ensuring that the deployed personnel are given weekly/monthly/annual paid holidays as per law.
10. The contractor shall be solely and exclusively liable and responsible to its personnel for the following:
  - a) The payment of wages, allowances and other benefits as per the provisions of Minimum Wages Act, 1948 or the Contract Labour (R & A) Act, 1970, or any other applicable acts or enactments in force from time to time. This would include ESI and P.F per head at current rate & existing rules. It shall be absolute liability of the contractor to ensure that the monthly amount payable to its personnel are not less than the minimum wages prescribed as aforesaid. In case of variation of minimum wages, the contract amount will be modified to the extent of setting off the increase in wages payable to the contractor on an application made by him. All other increase in taxes, duties, cess, etc. will have to be borne by the contractor.
  - b) The payment of compensation under the Workmen's Compensation Act or any other applicable acts or enactments in force from time to time in case of injury or death of any of its personnel.
  - c) Any other allowances or benefits, bonus as admissible under different laws, rules or enactments admissible to its deployed personnel including weekly rest, off day's leave, national holidays etc. The contractor shall bear all taxes, rates, charges levies or claims as may be imposed by any statutory authority.
  - d) Adherence to the applicable contract labour policy of the Government of Jharkhand, the compliance of which should be certified to the Department as and when required.

The contractor will be responsible for the maintenance of all statutory



registers and records under the applicable law and will produce the same on demand by the Department or any other authority under law.

11. All personnel deployed by the contractor shall be employees of the contractor for all intents and purpose and in no case shall a relationship of employer and employee between the deployed cleaning personnel and the Department shall accrue implicitly or explicitly.
12. The contractor shall be liable and responsible for any damage to any property of the Department if such damage is due to the negligence or carelessness on part of contractor or its employees and the contractor shall be liable to pay to the Department such amounts in respect of such damage as may be assessed by the Department. Without prejudice to other terms of the contract, the contractor will be liable to reimburse the Department any cost or legal liability, penalty or fine imposed on the Department by any authority because of any misconduct or any act of omission or commission of the contractor or his employees.
13. Any change in the constitution or ownership of the concern of contractor shall be notified forthwith in writing to the Department. No new person shall be accepted into the concern by the contractor in respect of this contract unless he/they agree to abide by the terms and conditions of this contract. Such change of ownership shall not relieve any former member of the concern from any liability under this contract.
14. If the contractor fails to perform its duties as per the terms of contract the Department will impose a penalty of Rs.500/- per day without prejudice to other consequences.
15. The Department shall have the right to withhold appropriate sum from amount payable to the contractor if the contractor commits breach of any of the terms of contract with regard to payment of statutory and other dues or fails to comply with statutory or other obligations.

16. After the award of contract the contractor shall be initially on trial for **60 days** from the date of award of contract and the continuance of contract for the remaining period shall be subject to satisfactory performance during trial period.
17. The contract will be in force only for a period of **24 months** from the end of the month in which contract is awarded, and may be extended for a further period of maximum twelve months at a time at the sole discretion of the Department on the same terms and conditions.
18. In case the contractor assigns or sub contracts this contract to some other person the Department will have right to terminate the agreement without giving any notice to the contractor.
19. In the event of gross misbehavior, theft, moral turpitude , misuse of occupied area, breach of contract , unsatisfactory services, etc. by the contractor or his personnel the Department may forthwith terminate the contract without previous notice to the contractor and the contractor shall have no claim whatsoever against the Department in consequences of such termination.
20. The successful bidder will be required to sign an Integrity Pact with the Department in terms of O.M. No. 14(12)/2008-E-II(A) of the Department of Expenditure, Ministry of Finance, Government of India.
21. The successful bidder will have to furnish a **Performance Bank Guarantee** as per proforma to be supplied amounting to **ten percent** of the annual bid value within 7 days of the award of contract from a scheduled commercial bank. The EMD of the successful bidder will be returned only after the submission of the Performance Guarantee which **should be valid till the expiry of 24 months from the date of award of contract**. The said Performance Guarantee will be liable for forfeiture in the event of breach or non-observance of any of the terms of contract or on its pre-mature termination. The proforma of the Performance Bank Guarantee will be given to the successful bidder along with the award letter. In case the contractor withdraws or the

Department terminates the contract for violation of terms and conditions and/or deficiency in services during the period of contract, the additional expense in hiring a new contractor or on temporary arrangement till the time of appointing regular contractor through a similar tender process, will also be adjusted against the Performance Guarantee. The dues, if any, recoverable from the contractor for losses/lapses will also be adjusted.

22. In case of gross violations of terms & conditions of the contract, the contractor will be blacklisted at the discretion of the department and will be debarred from participating in bids for any future tender invited by the Department.

## **TECHNICAL BID PROFORMA**

(In case space is insufficient, attach separate sheet duly signed and stamped)

1. Name of the Bidder :
2. Registered Office Address (with telephone number, fax and e-mail ID) :
3. Address of Jamshedpur office, if different from above :
4. Name, address of the partners/directors/proprietor in case of firms/companies and proprietorships :
5. Tender Fee DD No. :
6. EMD DD No. :
7. Name and address of the concern to whom similar services are presently being provided and enclose Satisfactory Performance Certificate, along with the following details separately: (a) Name and address of the organization (b) Number of person engaged as on date (c) date from which contract has been entered (d) Contract valid till (date).
8. Attested copy of P.A.N. Card attached (Yes/No) :
9. Copy of valid license/registration/permit to provide cleaning & sanitation services in Jharkhand or under any other law in force :
10. Service Tax Registration Certificate and Number and a certified photocopy.
11. Attested copy of PF registration letter/certificate :
13. Attested copy of ESI registration letter / certificate:

## **DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services, whether or not mentioned in this tender document. In case of any deviation/discrepancy is found at any stage, the contract will be terminated immediately and the concern will be black listed.

(Signature of authorized signatory with date)

Name :

Address :

## **FINANCIAL BID**

**(No separate sheet to be enclosed)**

1. Name of the Bidder :
2. Registered Office Address (with telephone number) :

Total lump-sum charges **Per Month** for this contract (Value of Contract) : Rs. .... per month.

*(for **all** four office building including all expenses, charges, duties, taxes, levies, **except service tax.**)*

Amount in words : Rupees.....

(NO OVERWRITING, CUTTING, ERASURES)

### **DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I further certify that I shall abide by the provisions of the Minimum Wage Act, 1948. In case any deviation/discrepancy is found at any stage, the contract will be terminated immediately and the concern will be black listed. I/We have not been ever blacklisted by any Central or State Government department/agency nor our contract terminated prematurely. **I/We certify that the bid amount quoted is after taking into consideration the wages payable under the Minimum Wages Act for the state of Jharkhand and other statutory payments including ESI and EPF.**

(Signature of authorized signatory with date)

Name :

Address :